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ABSTRACT

This Systems and Procedures Exchange Center (SPEC) kit reports results of a survey of 82 Association of Research Libraries (ARL) institutions conducted in early 1992 in order to gather information on interlibrary loan by examining a number of operation and management changes that are occurring and the steps that might be taken to ease the pressure of the rapidly increasing volume of interlibrary loan activity. Data are reported on interlibrary loan lending and borrowing practices, resource-sharing agreements, automation in interlibrary loan, commercial document suppliers, and user-initiated interlibrary loan. The following related documents from several ARL libraries are included: (1) interlibrary loan statistics from three libraries; (2) interlibrary loan policies and procedures from seven libraries; (3) interlibrary loan reports and manuals from three libraries; (4) telefacsimile policies and procedures from four libraries; and (5) descriptions of electronic document delivery request systems from five libraries; (6) and resource-sharing and cooperative agreements from nine libraries. (Contains 25 references.) (KRN)

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SPEC

SYSTEMS AND PROCEDURES EXCHANGE CENTER

Kit 184

Interlibrary Loan Trends: Making Access a Reality

May 1992

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The Systems and Procedures Exchange Center (SPEC) gathers, analyzes, and distributes information on the management of human and material resources in libraries today. Established in 1973, SPEC serves as a central exchange among ARL members for information useful for strengthening library operations and programs. Through survey and review processes, SPEC gathers valuable information on current library issues, trends, and management techniques. The goals of the SPEC program are to identify expertise and encourage its exchange among library professionals, promoting experimentation, innovation and improved performance in the field of library management.

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

Flyer 184

Interlibrary Loan Trends: Making Access a Reality

May 1984

INTRODUCTION

The decade of the 1980s forced libraries of all types to confront problems associated with less-than-adequate materials budgets. Rampant inflation, the decreasing value of the dollar overseas, and the explosion of the amount of published information available combined to make it impossible for libraries to sustain the level of purchasing power they had enjoyed in earlier years. With this change came a new focus, one that emphasized access rather than ownership.

The outlook for the 1990s is even more bleak due to the faltering U.S. economy and eroding support for higher education. Library budgets, mirroring the budgets of public and academic institutions, are shrinking in real terms. At the same time, libraries are moving toward the idea of the "virtual library" and are making it easier for users to identify relevant sources of information by providing electronic indexes, abstracts, and remote connections to online catalogs. The result of reductions in materials budgets combined with enhanced tools to identify materials has brought great pressure to bear on existing interlibrary loan operations in academic and research libraries.

This SPEC kit is the first of two that focuses on trends in interlibrary loan by examining a number of operational and management changes that are occurring and the steps that might be taken to ease the pressure of the rapidly increasing volume of ILL activity. The second SPEC kit focuses on organizational issues related to the structure of interlibrary loan. Both of these kits draw on responses to a survey on trends in interlibrary loan sent to all ARL members in early 1992 from which 82 responses were received.

SURVEY RESULTS

ILL Lending and Borrowing Practices. An analysis done by Kendon Stubbs of the University of Virginia in 1992 shows that between 1985/86 and 1990/91 interlibrary lending increased by 45 percent and interlibrary borrowing increased by 47 percent. This growing level of activity caused changes in ILL policies and procedures.

One of the most widely discussed topics among ILL librarians and managers is that of ILL fee structure. Eighty-nine percent of the responding ARL libraries charge fees to institutions with which cooperative or reciprocal agreements do not exist. The fees for book loans average $10 and for photocopies $7.82. Other services are often available to speed up turnaround time: telefacsimile service is available in 95 % of the responding libraries for an average charge of $6.33, and rush service is available for an average charge of $9.38. Coupons are accepted by only 31% of ARL libraries, and instead they expect payment for loans and photocopies.

In the past year, 31% of the responding libraries have changed their fee policies: 13% introduced fees, 26% increased fees, 11% established reciprocal agreements, and only 3% eliminated fees. Another 31% of the survey respondents indicate that they expect to make changes in the ILL fee structure in the coming year.

The two primary reasons why institutions charge for ILL loans and photocopies are to recoup some of the costs they incur in providing this service (77%) and to discourage excessive ILL requests (37%). Relatively few libraries (9%) expect to recoup all of the costs associated with ILL lending, and most libraries (66%) are not reimbursed as net lenders.

ILL fees are also an issue in the borrowing operation. Someone must pay for the lending fees that are charged, and who pays varies among ARL libraries. The results of the survey show that 17% pass the total charges on to the patron who requests the material, 23% partially subsidize borrowing fees with a subsidy averaging $12.89 per patron request, and 45% absorb all charges in the library and provide ILL materials gratis. In those libraries that partially or completely subsidize borrowing fees, 26% use their lending fees to offset borrowing fees, 35% draw on the materials/collection budget for this purpose, and 33% take the subsidy from the library's operations budget.

Because of the wide variation in fees and the desire to recoup some of the costs of providing materials through interlibrary loan, ILL staff often spend substantial amounts of time searching for a "free" or low-cost lender. This may result in delays for users when requests are sent to libraries in remote locations rather than libraries located within the same geographic area.

Resource-sharing Agreements. As a means of avoiding or

controlling the amount spent on ILL fees, most libraries participate in cooperative agreements. The most frequently found types of agreements are among regional consortia (51), statewide (50), by individual agreements with other libraries (43) and through membership in a utility such as OCLC or RLIN (39). In the past year, 41% of the respondents attempted to establish more cooperative agreements to avoid ILL fees, and 58% try to contain costs by borrowing only from those institutions with which cooperative agreements exist. The primary reasons for going outside cooperative agreements to fill a request are in cases in which that is the only way to obtain an item or if the request is urgent.

Automation in Interlibrary Loan. The survey results clearly show an increase in the use of various types of automated systems for interlibrary loan. The most frequently used system is OCLC, which is used by 94% of the respondents. RLIN, Docline, UTLAS, and DOBIS, are used much less frequently than OCLC. Use of other types of automated systems such as telefacsimile and electronic mail either through Bitnet, the Internet, or a commercial vendor is growing. Most libraries (63%) charge an additional fee for fax delivery, while only 3% have instituted charges for electronic document delivery.

Commercial Document Suppliers. The use of commercial document suppliers is heavy; 72% of the libraries surveyed currently use these services, and another 10% are considering use of these in the future. Fifty-one percent report that use of commercial services increased in the past year, with the most common reasons being speed of delivery and copyright compliance. The survey results show that the most popular commercial document suppliers are the British Library Document Service, UMI Article Clearinghouse, CAS (Chemical Abstracts), and NTIS. While use of these services is clearly growing rapidly, few libraries have written policies that govern the use of commercial sources rather than traditional ILL sources.

User-initiated Interlibrary Loan. One aspect of ILL that is beginning to change in a few libraries is the elimination of the local library as an intermediary between a user who wishes to make an ILL request and a potential supplier. Twenty-six percent of the libraries that responded to the survey indicate that they know of faculty who use information brokers or commercial document delivery services rather than going through the library. Only 3% allow users to initiate standard ILL requests that are sent to other institutions without first going through the local library. This is an area in which change can be expected given the ease of verifying and placing requests in an electronic environment.

ISSUES AND TRENDS

This survey of ILL operations in ARL institutions clearly shows several areas in need of further work. Of prime importance is the entire question of ILL fees, reimbursement of net lenders, and whether and how ILL charges are passed on to users. To date there is no consistency and appears to be little consensus on what action should be taken to simplify this aspect of interlibrary cooperation. However, until agreements are reached on a regional and national level, ILL borrowing staff will continue to spend inordinate amounts of time searching for the least expensive source from which to fill a request, and ILL lending staff will continue to bear the overhead of processing bills for loans and copies made. If an agreement on ILL costs could be reached, a substantial amount of staff time could be redirected to filling requests promptly rather than cheaply.

Another area that warrants further study is the use of commercial document suppliers as opposed to the use of traditional means to fill ILL requests. Are commercial document suppliers faster than other libraries? Is it worthwhile to use commercial suppliers to avoid the headaches of maintaining records of copyright compliance? How do the costs compare? These questions all need careful study and consideration so that ILL staff will have a clearer understanding of the steps to be taken to fill requests.

One final aspect of interlibrary loan operations that should be examined now that so many tools for verification and location of materials are available electronically is the capability of users to request materials directly from another institution without going through their home ILL unit. If a regional or national routing mechanism were established, users could initiate their own requests, which would not require attention by local ILL staff. There are obvious issues to be resolved in order for this to happen, but there is a definite potential of savings in turnaround time and use of staff.

As budgets continue to decrease and greater emphasis is placed on resource-sharing, the issues outlined above must be addressed so that interlibrary loan operations can continue to provide efficient, low-cost delivery of materials to library users. If libraries are to be successful in providing access rather than ownership, interlibrary loan must be streamlined and coordinated on a regional and national level.

This kit and flyer was prepared by Tammy Nickelson Deane, Acting Head of Access Services, and Virginia Steel, Acting Assistant University Librarian, University of California at San Diego, and prepared as part of the OMS Collaborative Research/Writing Program.

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SPEC Kits (ISSN 0160 3582) are available mainly by subscription. Individual back issues may be purchased from the Office of Management Services, 1527 New Hampshire Ave., NW, Washington, DC 20036. Pre-payment is required. (ARL members may be billed.) Payment must accompany order. Price includes library rate postage if shipped in the United States. For orders shipped UPS, add $5.00 per issue. All orders to Canada must add $5.00 per issue for shipping and handling. All shipments to countries other than the United States and Canada must add $10.00 per issue for shipping and handling.

SYSTEMS AND PROCEDURES EXCHANGE CENTER

Kit 184

Interlibrary Loan Trends:
Making Access a Reality

May 1992

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SURVEY RESULTS

ASSOCIATION OF RESEARCH LIBRARIES
OFFICE OF MANAGEMENT SERVICES
1527 New Hampshire Avenue, N.W., Washington, D.C. 20036
202-232-8656 FAX 202-462-7849

TO: SPEC Liaisons

FROM: C. Brigid Welch, Program Officer for Information Services
Tammy Nickelson Dearie and Ginny Steel, University of California, San Diego

DATE: 28 April 1992

SUBJECT: SPEC Survey and Call for Documents on Trends in Interlibrary Loan Operations

This SPEC survey seeks to document current trends in interlibrary loan. Of particular interest are four broad categories of information: 1) reimbursement of net lenders; 2) sources of funding for ILL charges; 3) ILL borrowing arrangements and agreements; and 4) reason and policies for charging. Also of interest are trends in staffing, document delivery, and commercial suppliers.

This survey should be completed by the head of interlibrary loan or by the person who coordinates interlibrary loan activities for the library system. If borrowing and lending operations are split, the persons responsible for the two units may want to cooperate in completing this questionnaire.

Consult the glossary below and use the backs of pages to complete answers as necessary. Whenever appropriate, please provide copies of any documents related to the following aspects of interlibrary loan: annual reports, fee schedules, guidelines and policies, mission or goals statements, planning documents, policy manuals, and turnaround time studies.

Please return this survey and relevant documents by **May 29, 1992** to the ARL Office of Management Services, 1527 New Hampshire Avenue, NW, Washington, DC 20036. If you have any questions, call Brigid Welch at the OMS Office, (202) 232-8656.

GLOSSARY

Cooperative and/or reciprocal arrangements:	A formal or informal arrangement where libraries agree to not to charge or to charge the same rate for similar services.
Document delivery service:	A company or service which supplies documents for a fee. The typically specialize in quick turnaround and customized delivery options (e.g., British Library Document Delivery Service, EI, etc.)
Information brokers:	Individuals or companies which provide professional library services including reference, research, and document delivery.
Net lender:	Library which lends more items to libraries than it borrows from other libraries.

SPEC SURVEY – TRENDS IN INTERLIBRARY LOAN

Library/Institution: _____

Contact Person: _____

Title: _____ **Telephone:** _____

31 = one unit 2 = five units
17 = two units 3 = six to nineunits
15 = three units 3 = ten plus units
10 = four units

GENERAL INFORMATION

1. How many separate interlibrary loan units are there on your campus? _____
   one/central/general = 56
   all = 13 other = 13
2. For which unit(s) are you answering this survey? Please specify: _____
3. Are interlibrary loan lending and borrowing operations combined into one organizational unit within the department?

   72 _____ Yes. If yes, skip to question #4. 8 _____ No

   a. In which department is ILL borrowing included?

   2 _____ Interlibrary Loan Department 5 _____ Circulation/Access Services Department
   1 _____ Reference Department 1 _____ Other (please specify):

   b. In which department is ILL lending included?

   1 _____ Interlibrary Loan Department 5 _____ Circulation/Access Services Department
   1 _____ Reference Department 2 _____ Other (please specify):

   PLEASE SEND ORGANIZATION CHARTS, IF AVAILABLE.

STAFFING

4. Who has operational (day-to-day) responsibility for the ILL unit?

   52 _____ librarian 28 _____ paraprofessional staff
   3 _____ other (please specify):

0 - 5 yrs.	41	16 - 20 yrs.	5
6 - 10 yrs	17	21 + yrs.	4
11 - 15 yrs.	9	vacant	3

   a. How long has this person been in this position?

   b. What percent of this person's TOTAL job assignment is dedicated to ILL activities and ILL management? _____%

5. Indicate the number of FTE staff engaged in ILL operations for the years listed: PLEASE SEE ATTACHED PAGE NUMBERED 1,A

	1992	1991	1987
Professional staff	_____FTE	_____FTE	_____FTE
Paraprofessional staff	_____FTE	_____FTE	_____FTE
Student assistants	_____FTE	_____FTE	_____FTE
Total staff	_____FTE	_____FTE	_____FTE

5. Indicate the number of FTE staff engaged in ILL operations for the years listed:

	MEAN			MEDIAN		
Professional staff	1.3 FTE	1.27 FTE	1.32 FTE	1.0 FTE	1.0 FTE	1.0 FTE
Paraprofessional staff	6.73FTE	6.73 FTE	6.32 FTE	4.7 FTE	4 6 FTE	4 0 FTE
Student assistants	2.38FTE	2.17 FTE	1.97 FTE	1 8 FTE	1.5 FTE	1.2 FTE
Total Staff	10.47FTE	10.33 FTE	9.62 FTE	7.63FTE	7.60FTE	6.8 FTE

5

Excluding CISTI, Nat'l Lib. of Canada, NAL, and NLM which has stats for # of paraprof. staff and totals →

4.71 Paraprof. FTE	4.73 Paraprof. FTE	4.31 Paraprof. FTE	4.55 Paraprof. FTE	4.25 Paraprof. FTE	4.0 Paraprof. FTE
8.2 FTE TOTAL	8.1 FTE TOTAL	7.32 FTE TOTAL	7.5 FTE TOTAL	7.38FTE TOTAL	6.6 FTE TOTAL

6. How many staff are CURRENTLY engaged in borrowing activities?

Professional staff	.55 FTE
Paraprofessional staff	2.53 FTE
Student assistants	.83 FTE
Total staff	3.81 FTE

7. How many staff are CURRENTLY engaged in lending activities?

	MEAN	MEAN	MEDIAN	MEDIAN
Professional staff	.75 FTE			
Paraprofessional staff	4.45 FTE	2.34*	2.0	2.34*
Student assistants	1.55 FTE			
Total staff	6.56 FTE	4.19*	3.79	3.6*

* excluding CISTI, NLC, NAL, NLM

PLEASE ENCLOSE JOB DESCRIPTIONS OR POSITION ANNOUNCEMENTS.

ILL LENDING PRACTICES

8. Do you charge institutions with whom you do NOT have cooperative and/or reciprocal arrangements for items you lend them through ILL?

75 Yes 9 No. If no, skip to question #12.

9. How much do you charge?

4 $1-$3	16 $4-$5	6 $6-$7	25 $8-$10
10 $11-$14	10 $15-$19	2 $20 or more	

10. Please indicate the services and charges below:

52 book loans	$10.06 charge	average
72 photocopies	$ 7.82 charge	average
9 postage	$ charge	
50 FAX	$ 6.33 charge	average
25 Rush	$ 9.38 charge	average

11. Do you use coupons in lieu of payment? 24 Yes 53 No

PLEASE SEND COPIES OF ILL FEE SCHEDULES, DESCRIPTIONS OF ILL COUPON PROGRAMS, AND POLICY STATEMENTS OR CONTRACTS, IF AVAILABLE.

12. Has your fee policy changed within the past year? 25 Yes 57 No. If no, skip to question #13.

a. If yes, what was the change? (Check all that apply)

11 Introduced fees	21 Increased fees
2 Eliminated fees	9 Set up reciprocal agreements
5 Other (please specify):	

13. Is the library planning to make any changes in the ILL fee structures in the next year?

25 Yes 53 No

If yes, please describe change briefly and give reasons why.

14. What is the rationale for charging other institutions for items you lend through ILL?

63 To recoup some of the costs
7 To recoup all of the costs
30 To discourage excessive ILL requests
6 Other (please specify):

15. Is the library reimbursed as a net lender (lends more items than it borrows)?

31 Yes 54 No. If not, skip to question #16.

a. If yes, by whom is it reimbursed? (Check all that apply.)

16 State library
1 University administration
19 Other (please specify): RLG

16. Do net lender agreements extend beyond your state or province? 24 Yes 41 No

a. If yes, how is reimbursement made?

16 Periodic payments
12 Other (please describe):
0 Coupons

PLEASE INCLUDE COPIES OF REIMBURSEMENT CONTRACTS, POLICIES, FEE SCHEDULES, ETC.

17. To what extent does the amount of reimbursement for net lending cover the direct costs of lending materials through ILL?

5 Total indirect costs covered
35 Partial direct costs are recovered: _____%

ILL BORROWING PRACTICES

18. If other institutions charge you for items borrowed through ILL, how are these charges handled?

15 Total charges are passed on to the borrowing patron.
20 Total charges are partially subsidized, with the remainder passed on to the borrowing patron.
Amount of subsidy: $12.89 avg
39 All charges are paid by the library; no charges are passed on to the borrowing patron.
12 Other (please specify):

19. If the library pays some or all of the charges for items borrowed through ILL, what is the source of funding to cover these charges?

22 Lending fees are used to offset borrowing fees.
30 Funded from library materials/collection budget.
28 Funded from library operations budget.
1 Funded from indirect cost recovery (research, grant) funds from campus.
2 Don't know.
2 Other (please specify):

20. Is the ILL (borrowing *and* lending) operation involved in cross-border ILL traffic?

74 Yes. If yes, please describe (Use back of this sheet, if necessary). 5 No

21. Are local, state/provincial, or regional resources exhausted before borrowing from another region, state/province, country?

67 Yes 14 No

AUTOMATION/SYSTEMS

22. What automated systems are used for ILL? (Check all that apply.)

77 OCLC 28 RLIN 1 WLN 9 DOCLINE
25 Electronic mail (through commercial vendor) 24 Electronic mail (through Internet or BITNET)
12 DOBIS 10 UTLAS 22 Other:

23. Has usage decreased or increased with these systems in the past year?

	Increased	Decreased
OCLC	73	3
RLIN	28	5
UTLAS	7	1
WLN	1	0
DOBIS	9	0
DOCLINE	8	0
Electronic mail (through commercial vendor)	15	5
Electronic mail (through Internet or BITNET)	22	0
FAX	65	2
Other:	10	5

24. Do you use any of the following to send or deliver articles?

78 FAX
28 Electronic Document Delivery Servs. (e.g., ARIEL) List:
9 Internet or BITNET transmission
1 Other (please specify):

25. Is there an additional charge for articles/documents sent by methods listed below?

FAX	49 Yes	26 No	3 N/A
Electronic Document Delivery Service	2 Yes	26 No	16 N/A
Internet or BITNET transmission	0 Yes	9 No	28 N/A
Other (please specify):	Yes	6 No	

26. For record-keeping or workload analysis, does the library/ILL unit use any statistical software?

50 Yes 38 No

a. If yes, please describe: locally developed (24)
Save it (23)

b. Is ILL record-keeping tracking:

55 automated transactions _____%
55 manual transactions _____%

RESOURCE-SHARING AGREEMENTS

27. How many cooperative borrowing arrangements that include ILL lending and borrowing are currently in effect in the library? (Check all that apply.)

43 Local libraries (individual arrangements)
51 Regional consortia
50 Statewide agreements
24 Networks(e.g., AMIGOS)
39 Utilities (e.g.OCLC, RLIN)
30 Other (please specify):

28. Has the library attempted to establish more cooperative borrowing arrangements in the past year to avoid paying ILL fees?

34 Yes (Please describe) 49 No

29. Do you try to contain costs by only borrowing from those with institutions with whom you have cooperative and/or reciprocal cooperative borrowing agreements?

46 Yes 33 No

30. What factors would influence a decision to go outside cooperative and/or regional agreements for ILL borrowing?

57 Urgency of need
10 Outside standing agreements
19 Availability of funds to cover transactions
42 Other (please specify): Only way to obtain needed material

COMMERCIAL DOCUMENT DELIVERY SUPPLIERS

31. Does the library use information brokers or commercial document delivery services to fill ILL requests?

59 Yes. If yes, please go to question #32.
~~13~~
No. If no, please skip to question #35.
8 Not right now, but considering this for the future
2 Other (please specify):

32. Has the use of these services increased in the past year? 42 Yes 18 No

33. Why has your use of this activity increased?

19 Cost is comparable or less than other options
29 Copyright compliance
29 Speed of delivery
21 Ease of requesting
16 Other (please specify):

34. If you use commercial document delivery services, which do you use? (Check all that apply):

	Never	Seldom	Frequently
British Library Document Service	1	36	27
CARL Uncover	34	9	3
CAS	11	26	16
EI	23	16	7
Global Engineering	37	5	0
Information on Demand	33	10	2
ISI	26	13	4
NTIS	8	22	14
UMI Article	8	25	26
Other (please specify): Rapid Patent Service	4	12	9
CAB Information Store			

35. Do you have specific policies that govern the use of commercial document suppliers versus traditional ILL services?

9 Yes. If yes, go to question #36. 69 No. If no, skip to question #37.

36. Please describe general areas addressed by policies (use the back of this sheet, if necessary):

PLEASE INCLUDE POLICY STATEMENTS IF AVAILABLE.

37. Do you know of specific examples of faculty using information brokers or commercial document delivery services instead of interlibrary loan or supplementing ILL services?

20 Yes (please describe) 57 No. If no, skip to question #38.

a. If yes, what has been the impact of this activity on your ILL operations?

1 Planned changes
1 Marketed service
13 Other (please specify):
No Change (8)
Can't tell (5)
0 Reduced fees
2 Added more services

38. How do users initiate ILL requests?

80 In person
17 Via telephone
32 Electronic network
28 Other (please specify): Mail Fax

39. Can patrons initiate ILL requests to other institutions without going through the local ILL unit?

2 Yes. If yes, please describe. 77 No

PLEASE SEND ANY DOCUMENTS DESCRIBING THE SYSTEM FOR USER-INITIATED ILL REQUESTS, IF AVAILABLE.

Please return the survey and documentation by May 29, 1992 to:

C. Brigid Welch
ARL/Office of Management Services
1527 New Hampshire Avenue, NW
Washington, DC 20036
(202) 232-8658 FAX: (202) 462-7849

LIST OF LIBRARIES RESPONDING TO ILL SPEC SURVEY

University of Alabama
University of Alberta
Boston Public Library
Brigham Young University
University of British Columbia
University of California, Davis
University of California, Riverside
University of California, San Diego
University of California, Santa Barbara
CISTI
Case Western Reserve University
Center for Research Libraries
University of Cincinnati
University of Colorado
Colorado State University
Columbia University
University of Connecticut
Dartmouth College
Emory University
University of Florida
Georgetown University
Georgia Institute of Technology
University of Guelph
University of Hawaii
University of Houston
University of Illinois-Urbana
Indiana University
University of Iowa
Iowa State University
Johns Hopkins University
University of Kansas
Kent State University
University of Kentucky
Universite Laval
Linda Hall Library
Louisiana State University
McGill University
McMaster University
University of Manitoba
University of Maryland
Massachusetts Institute of Technology
University of Michigan
Michigan State University
University of Missouri-Columbia
National Agricultural Library
National Library of Canada

National Library of Medicine
University of Nebraska
New York Public Library
New York State Library
Newberry Library
University of North Carolina
North Carolina State University
University of Notre Dame
Ohio State University
University of Oklahoma
Oklahoma State University
University of Oregon
University of Pennsylvania
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Temple University
University of Tennessee
University of Texas-Austin
Texas A&M
Tulane University
University of Utah
Virginia Polytechnic Institute and State University
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York University

ARL Statistics Show Shift from Ownership to Access

The 1990-91 *ARL Statistics*, issued in mid-February, reflect the continuation of recent trends as large research libraries seek to respond both to economic constraints and new forms and channels for acquiring and disseminating information. In a new graph labeled "Supply and Demand in ARL Libraries" (see below), Kendon Stubbs of the University of Virginia analyzes the past five years of data and compares the growth in numbers of library users with changes in on-site resources and resource sharing. While the chief audience for ARL libraries, faculty and students, has grown by 10 to 16%, the new information resources available on campus have declined, by 15% for monographs and 2% for serials. At the same time, however, there has been a sharp 47% rise in the number of interlibrary loan transactions. Library staffing to keep pace with these changes has grown, but by only half as much as the increases in clientele.

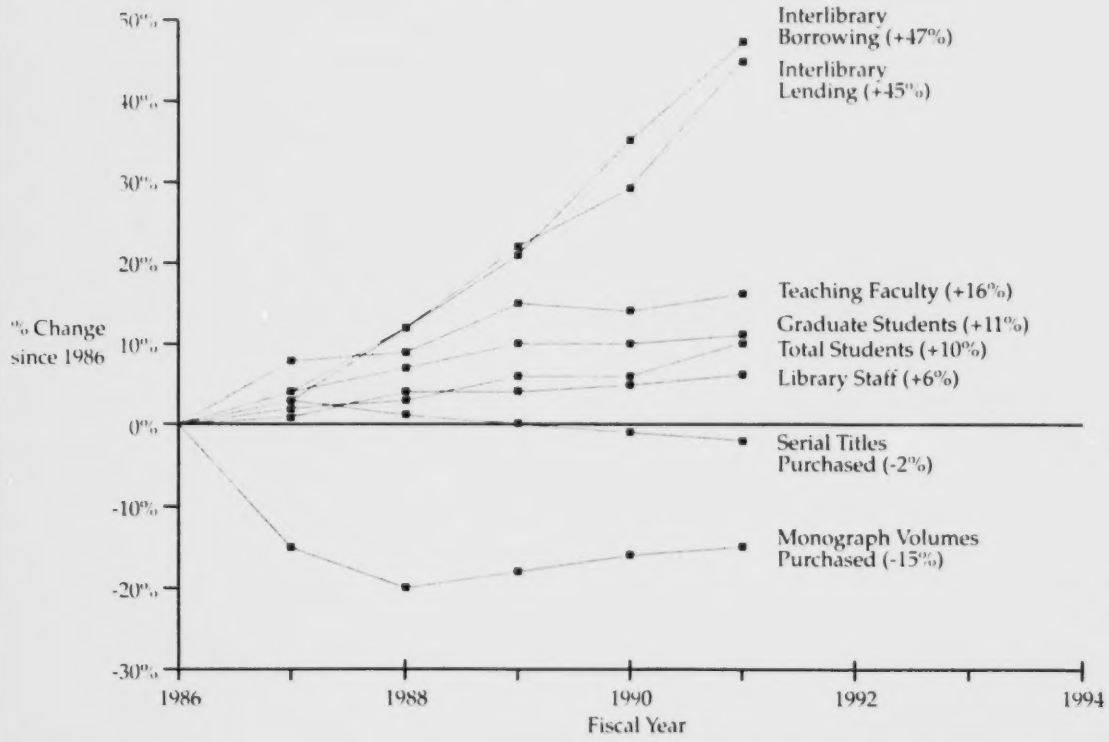
Updating the chart on monograph and serial costs that he has included in his introduction for several years, Mr. Stubbs documents the price trends driving this shift in methods of acquiring information: unit costs of serials in ARL libraries are up 72% since 1986, and those for monographs are up 47%. Mr. Stubbs remarks, "As serials have gobbled up the materials budget, the money left for monographs has only been enough in recent years to buy about 85% of the new books bought in 1986." The significant drop in monographic acquisitions is such that serials now account for more than three of every five dollars for on-campus materials in the median ARL library.

For the first time since 1986, a new data element was added to the main *Statistics*. After several years of investigation, and in collaboration with other library statistics groups, the Committee on ARL Statistics voted to incorporate government documents into the statistics through an expanded definition of "cataloged and classified volumes" and through encouraging members to incorporate documents into counts of serials, microforms and volumes. For many libraries, this required a variety of one-time adjustments to their data. Libraries that cannot fully integrate documents are now providing a separate piece count of these collections.

The 1990-91 Statistics will soon be available on a diskette with the 1988-89 and 1989-90 data. Documentation will be furnished linking these to the 1907/08-1987/88 dataset published in 1990.

—*Sarah Pritchard*

Supply and Demand in ARL Libraries, 1985/86 - 1990/91



SYSTEMS AND PROCEDURES EXCHANGE CENTER

INTERLIBRARY LOAN STATISTICS

ASSOCIATION OF RESEARCH LIBRARIES OFFICE OF MANAGEMENT SERVICES

TABLE 3

INTERLIBRARY LOANS
THE RESEARCH LIBRARIES
JULY 1, 1989 through JUNE 30, 1990

	Items Borrowed	Items Lent
New York State	29[1]	2,407[2]
Other Than New York State	394	-
United Nations[3]	-	322
Center for Research Libraries	133	-
Research Libraries Group[4]	1,441[5]	3,136[6]
TOTALS:	1,997	5,865

[1] 21 requests were filled by loan of physical material; 8 were filled by photocopy.

[2] All were filled by photocopy.

[3] Loans to the United Nations Library are made by special contract authorized by the Trustees on April 4, 1946.

[4] Loans to member institutions of the Research Libraries Group are made by special contract authorized by the Committee on the Research Libraries on October 7, 1974. The program became effective on January 27, 1975.

[5] 537 requests were filled by photocopy; 904 were filled by loan of the physical material.

[6] 735 requests were filled by photocopy; 2,401 were filled by loan of the physical material.

TABLE 4

INTERLIBRARY LOANS
THE RESEARCH LIBRARIES
JULY 1, 1989 through JUNE 30, 1990

FILL RATE

Lending	Received	Filled	Fill Rate
NYSILL (New York State Interlibrary Loan)	4,115	2,407	58.5%
United Nations	489	322	65.8%
RLG (Research Libraries Group)	5,923	3,136	52.1%
TOTAL	10,527	5,865	55.5%

Borrowing	Requested	Filled	Fill Rate
NYSILL (New York State Interlibrary Loan)	59	29	49.2%
RLG (Research Libraries Group)	2,495	1,441	57.7%
CRL (Center for Research Libraries)	199	133	66.8%
Other Libraries	1,236	394	31.9%
TOTAL	3,989	1,997	50.1%

COOPERATIVE SERVICES - PUBLIC SERVICE STATISTICS - 1990-1991

REFERENCE	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	TOTAL
Public Service - Room 315													
Readers													
ILL transactions													
Loan	106	144	128	129	167	45	172	235	148	157	208	199	1838
Photocopy	85	70	86	106	71	19	63	75	99	57	71	71	873
Total ILL transactions	191	214	214	235	238	64	235	310	247	214	279	270	2711
Referrals to other libraries (incl.	174	208	158	201	254	184	181	239	260	276	293	255	2683
NYPL Branch Libraries)													
Materials found in NYPL	12	15	21	19	27	25	22	46	24	37	62	32	342
Information - in person	227	302	180	202	248	222	194	264	231	203	299	229	2801
Information - by phone	23	32	33	42	44	28	17	26	31	27	22	30	355
TOTALS	627	771	606	699	811	523	649	885	793	757	955	816	8892
Public Service - Stack VII													
ILL requests originating in other													
divisions													
Central Building	5	5	7	4	7	1	3	2	29	3	3	6	75
Annex	9	7	3	6	8	7	12	3	1	2	3	3	64
Schomburg	0	1	0	1	2	0	2	2	1	0	4	0	13
Performing Arts Library	9	4	2	2	2	1	3	2	4	7	5	2	43
TOTALS	23	17	12	13	19	9	20	9	35	12	15	11	195
METRO/CARES													
number of questions received	35	42	39	46	54	48	57	32	69	29	38	35	524
SUFFOLK LIBRARY SYSTEM													
number of questions received	0	1	0	2	1	2	3	3	0	0	0	0	12

COOPERATIVE SERVICES - BORROWING STATISTICS 1990-1991

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
NYSILL													
LOAN REQUESTS													
Requested	8	10	6	10	13	4	15	9	6	1	4	4	90
Filled	5	7	4	5	6	1	7	11	3	1	3	1	54
Fill Rate	63%	70%	67%	50%	46%	25%	47%	122%	50%	100%	75%	25%	60%
RLG													
PHOTOCOPY REQUESTS													
Filled	86	70	85	83	53	28	67	66	73	71	55	61	798
LOAN REQUESTS													
Filled	64	106	85	75	95	43	90	92	100	126	93	128	1097
Total RLG													
Requested	247	280	241	296	244	141	258	235	293	300	268	297	3100
Filled	150	176	170	158	148	71	157	158	173	197	148	189	1895
Fill Rate	61%	63%	71%	53%	61%	50%	61%	67%	59%	66%	55%	64%	61%
CRL													
PHOTOCOPY REQUESTS													
Filled	12	6	5	3	2	2	1	0	0	2	1	0	34
LOAN REQUESTS													
Filled	8	8	7	10	12	7	14	8	23	10	9	14	130
Total CRL													
Requested	29	21	15	15	22	15	19	12	34	13	16	20	231
Filled	20	14	12	13	14	9	15	8	23	12	10	14	164
Fill Rate	69%	67%	80%	87%	64%	60%	79%	67%	68%	92%	63%	70%	71%
OTHER LIBRARIES													
Loans													
Requested	143	97	83	129	89	113	140	96	54	101	62	80	1187
Filled	29	35	15	27	25	22	35	43	24	58	42	51	406
Fill Rate	20%	36%	18%	21%	28%	19%	25%	45%	44%	57%	68%	64%	34%
GRAND TOTALS													
Requested	427	408	345	450	368	273	432	352	387	415	350	401	4608
Filled	204	232	201	203	193	103	214	220	223	268	203	255	2519
Fill Rate	48%	57%	58%	45%	52%	38%	50%	63%	58%	65%	58%	64%	55%

Table /

COOPERATIVE SERVICES - LENDING STATISTICS 1990-1991

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
NYSILL													
PHOTOCOPY REQUESTS													
Total Received	250	369	360	437	413	307	353	378	356	0	0	0	3223
Total Filled	163	238	213	308	281	191	253	239	259	0	0	0	2145
Fill Rate	65%	64%	59%	70%	68%	62%	72%	63%	73%				67%
RLG													
PHOTOCOPY REQUESTS													
Filled	178	202	143	218	256	194	142	190	73	266	146	190	2198
LOAN REQUESTS													
Filled	90	64	43	83	74	71	81	62	92	93	69	71	893
Total RLG													
Total Received	525	498	377	504	635	560	529	535	529	714	540	604	6548
Total Filled	268	266	186	301	330	265	223	252	165	359	215	261	3091
Fill Rate	51%	54%	49%	60%	52%	47%	42%	47%	31%	50%	40%	43%	47%
UN													
PHOTOCOPY REQUESTS													
Received	2	30	0	8	0	4	0	8	13	8	4	14	91
Filled	1	22	0	4	0	1	0	6	10	3	4	4	55
Fill Rate	50%	73%		50%		25%		75%	77%	38%	100%	29%	60%
LOAN REQUESTS													
Received	2	15	8	14	1	17	11	13	24	16	9	7	137
Filled	1	12	5	9	1	14	10	4	20	10	5	5	96
Fill Rate	50%	80%	63%	64%	100%	82%	91%	31%	83%	63%	56%	71%	70%
Total UN													
Total Received	4	45	8	22	1	21	11	21	37	24	13	21	228
Total Filled	2	34	5	13	1	15	10	10	30	13	9	9	151
Fill Rate	50%	76%	63%	59%	100%	71%	91%	48%	81%	54%	69%	43%	66%
TOTALS													
PHOTOCOPIES													
Total Filled	342	462	356	530	537	386	395	435	342	274	150	204	4413
LOANS													
Total Filled	91	76	48	92	75	85	91	66	112	103	74	76	989
GRAND TOTALS													
Total Received	779	910	745	963	1049	888	893	934	922	738	553	625	9999
Total Filled	433	538	404	622	612	471	486	501	454	372	224	270	5387
Fill Rate	56%	59%	54%	65%	58%	53%	54%	54%	49%	50%	41%	43%	54%

COOPERATIVE SERVICES - BORROWING STATISTICS 1991-1992

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTALS
RLG													
COPY REQUESTS													
Filled	97	86	61	87	55	54	84	101	77				
LOAN REQUESTS													
Filled	182	143	107	93	89	60	121	105	143				
Total RLG													
Requested	449	321	268	312	251	183	320	337	400				
Filled	279	229	168	180	144	114	205	206	220				
Fill Rate	62%	71%	63%	58%	57%	62%	64%	61%	55%	####	####	####	####
OCLC													
Loan Requests													
Requested	49	55	46	41	35	28	73	45	57				
Filled	27	26	24	21	17	15	30	23	27				
Fill Rate	55%	47%	52%	51%	49%	54%	41%	51%	47%	####	####	####	####
OTHER LIBS.													
(incl. Lib. of Cong.)													
Loans													
Requested	25	26	28	54	27	27	37	49	38				
Filled	16	13	19	30	10	18	15	26	22				
Fill Rate	64%	50%	68%	56%	37%	67%	41%	53%	58%	####	####	####	####
CRL													
Total Requested	12	18	13	19	18	10	24	20	37				
Total Filled	9	14	7	17	15	8	10	11	23				
Fill Rate	75%	78%	54%	89%	83%	80%	42%	55%	62%	####	####	####	####
GRAND TOTALS													
Requested	535	420	355	426	331	248	454	451	532				
Filled	331	282	217	248	186	155	260	266	292				
Fill Rate	62%	67%	61%	58%	56%	63%	57%	59%	55%	####	####	####	####

COOPERATIVE SERVICES - PUBLIC SERVICE STATISTICS - Jan.-June 1992

REFERENCE	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTALS
Public Service - Room 315							
Readers							
ILL transactions							
Loan	263	173	224				
Photocopy	83	108	82				
Total ILL transactions	346	281	306				
Referrals to other libraries (incl.	324	286	324				
NYPL Branch Libraries)							
Materials found in NYPL	26	25	30				
Information - in person	276	219	258				
Information - by phone	25	29	24				
TOTALS	1343	1121	1248				
Public Service - Stack VII							
ILL requests originating in other							
divisions							
Central Building	14	1	1				
Schomburg	0	0	1				
Performing Arts Library	6	5	1				
Annex	0	0	0				
TOTALS	20	6	3				
METRO/CARES							
number of questions received	38	27	44				
SUFFOLK LIBRARY SYSTEM							
number of questions received	0	0	2				

COOPERATIVE SERVICES - LENDING STATISTICS 1991-1992

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
COPY SERVICES													
OCLC													
Received	389	384	341	341	305	205	334	353	404				
Found in NYPL	176	166	129	116	111	93	176	171	204				
"Fill" Rate	45%	43%	38%	34%	36%	45%	53%	48%	50%	####	####	####	####
Public Orders													
Received	400	406	290	490	409	324	388	364	472				
Found in NYPL	271	284	203	361	314	224	275	278	334				
"Fill" Rate	68%	70%	70%	74%	77%	69%	71%	76%	71%	####	####	####	####
RLG													
Photocopy Requests													
Filled	172	143	146	210	341	215	215	271	370				
Loan Requests													
Filled	61	48	67	92	110	73	67	67	92				
Total RLG													
Total Received	577	502	448	608	823	506	521	632	789				
Total Filled	233	191	213	302	451	288	282	338	462				
Fill Rate	40%	38%	48%	50%	55%	57%	54%	53%	59%	####	####	####	####
UN													
Photocopy Requests													
Received	7	1	3	2	7	4	0	5	7				
Filled	6	0	2	2	5	4	0	3	4				
Fill Rate	86%	50%	67%	100%	71%	100%	0%	60%	57%	####	####	####	####
Loan Requests													
Received	4	10	4	8	12	24	8	13	14				
Filled	2	7	4	7	8	22	3	11	10				
Fill Rate	50%	70%	100%	88%	67%	92%	38%	85%	71%	####	####	####	####
Total UN													
Total Received	11	11	7	10	19	28	8	18	21				
Total Filled	8	7	6	9	13	26	3	14	14				
Fill Rate	73%	64%	86%	90%	68%	93%	38%	78%	67%	####	####	####	####
Complimentary Coupon													
Photocopying													
Received	10	5	6	9	7	5	6	3	11				
Filled	10	5	3	6	4	3	3	2	6				
Fill Rate	100%	100%	50%	67%	57%	60%	50%	67%	55%	####	####	####	####
GRAND TOTALS													
Total Received	1387	1308	1092	1458	1563	1068	1257	1370	1697				
Total Filled	698	653	554	794	893	630	739	803	1020				
Fill Rate	50%	50%	51%	54%	57%	59%	59%	59%	60%	####	####	####	####

INTERLIBRARY LOAN

Annual Report Statistics - 1990/1991

Interlibrary Loan Staff

Linda Gregory, Supervisor	(LO)	40 hrs. per week
Marcie Rarick	(LA)	40 hrs. per week
Kimberly Baum	(B-1)	30 hrs. per week
Marilyn Witulski	(LA)	20 hrs. per week
Eric Dewey	(LA)	30 hrs. per week
Student Assistants		40 hrs. per week

	1989/90	1990/91
REQUESTS FROM NOTRE DAME PATRONS	8392	9684
Hard Copy	3577	4142
Photocopy	4815	5542
Faculty	3512	3694
Grad Students	3707	4763
Undergrads	635	708
Staff	538	579
REQUESTS FILLED	7001	8152
LENDING REQUESTS	23544	24964
LENDING REQUESTS FILLED	13008	13430
Hard Copy	7854	8678
Photocopy	5154	4752

TELEFAX

Borrowing Requests Sent	146	123
Total Pages		1319
Lending Requests Received	159	135
Total Pages		1138
Total Pages Transmitted	1223	2457

Report on ILS Statistics 1990-91
September 1991
Nancy E. Paine

The 1990-1991 year-end statistical summary is attached to this report.

Volume

ILS borrowing requests increased 5.48 percent; lending requests increased 13.10 percent. Over the past two years, the overall increase in Borrowing and Lending has been 40 percent, an increase of 25,000.

Table I summarizes the number of requests received for the past four years.

Table I
Requests Received

	Lending	Borrowing	Total
1990-91	72,343	15,677	88,020
1989-90	63,965	14,862	78,827
1988-89	50,456	12,520	62,976
1987-88	41,275	12,160	53,435

Table II relates the total number of transactions to staff. A two-year study of ARL libraries found the average ratio for 74 responding libraries to be 1:2439 for borrowing and 1:5905 for lending.

Table II
Staff to Transaction Ratios

	Borrow FTE	Trans-actions	Ratio	Lend FTE	Trans-actions	Ratio
1990-91	5.75	15,677	1:2726	6.75	72,343	1:10,718
1989-90	5	14,862	1:2972	6.25	63,965	1:10,234
1988-89	4.5	12,520	1:2782	5	50,456	1:10,091
1986-87	3.5	12,160	1:3474	5	41,275	1: 8255

At the end of September 1991, ILS staffing levels were down .75 FTE in Borrowing and .5 FTE in Lending from those in 1990-91.

ILS 1990-91 STATISTICS

Borrowing	Number	Percent of Total	Percent Increase from 1989-90
Requests Received	15,677		5.48
Faculty	2,935	18.72	
Graduate Students	9,235	58.91	
Undergraduates	1,218	7.77	
Staff	2,289	14.60	
Requests filled	13,547	86.41	5.63
UT holdings	1,564	11.54	
Loans	6,962	58.10	
Photocopies	5,021	41.90	

Lending	Number	Percent of Total	Percent Increase from 1989-90
Requests Received	72,343		13.10
OCLC	58,363	80.68	
Mailed ALA forms	5,670	7.84	
Fax	8,310	11.49	
Requests Filled	27,285	37.72	9.83
Loans	12,513	45.86	
Copies	14,772	54.14	
Supplied to:			
Texas	14,681	53.81	
Out-of-state	12,093	44.32	
Foreign libraries	511	1.87	

Document Sharing (These data are a subset of Lending)	Number	Percent Increase from 1989-90
Requests received	6,829	-8.91
Requests filled	3,982	-5.73
Pages faxed	43,658	**18.96**

Inter-Library Service
University of Texas, Austin
04/29/92

Turn-Around Average by "Request Date" Field
All Routine Sample Requests of FY 1991/2*

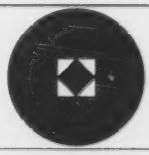
Placed In This Month	Articles Requested In This Month Took This Long To Process				Loans Requested In This Month Took This Long To Process			
	Count	In-House	Lender	Total	Count	In-House	Lender	Total
Sep-91	48	6.46	11.23	17.69	40	4.03	13.80	17.83
Oct-91	43	3.65	10.40	14.05	27	6.63	16.41	23.04
Nov-91	38	9.16	11.24	20.39	46	6.09	20.91	27.00
Dec-91	15	11.40	11.93	23.33	24	5.58	25.67	31.25
Jan-92	51	3.73	12.20	15.92	51	2.08	15.20	17.27
Feb-92	48	1.75	10.60	12.35	39	2.79	17.90	20.69
Mar-92	41	3.51	11.12	14.63	57	3.91	16.33	20.25
Apr-92	35	3.11	6.17	9.29	3	0.67	10.00	10.67
May-92								
Jun-92								
Jul-92								
Aug-92								
Averages	39.88	5.35	10.61	15.96	35.88	3.97	17.03	21.00

Note: Beginning in Feb-92, the "Request Date" is the date stamped by ILS when patron placed the request. From Sep-91 to Jan-92, the request date was the one written on the form by the patron. ILS customarily receives requests throughout the working day, date stamping and initiating the search on the following work day.

** Excludes all non-routine requests (e.g., requests 1. refused by first five suppliers on OCLC; 2. requested by mail from non-OCLC suppliers; 3. returned to patrons for additional infomation.)*

SYSTEMS AND PROCEDURES EXCHANGE CENTER

INTERLIBRARY LOAN POLICIES AND PROCEDURES

ASSOCIATION OF RESEARCH LIBRARIES  OFFICE OF MANAGEMENT SERVICES

Question 18

FINANCIAL RESPONSIBILITY (cont'd)

- Photocopies supplied by commercial document suppliers
- All microform reproductions

Libraries sometimes supply a photocopy of a requested item in lieu of loaning the original document. Requesters should be prepared to pay for such photocopies if and when they are supplied.

Since ILL cannot always anticipate charges that may be applied, requesters should indicate on each request the maximum amount they are willing to pay. ILL will notify the requester if we learn that material cannot be obtained at or below the cost indicated.

LOAN PERIOD / RENEWALS

The lending library determines the loan period and renewal policy for its materials. Borrowers (including faculty) can expect to keep most materials for two to four weeks.

Renewals of ILL materials should be requested only in exceptional cases. If a renewal request becomes necessary, the ILL office should be notified ***at least four days before the due date.*** ILL must contact the lending library for permission to renew. ***Only one renewal per item can be requested.***

USE RESTRICTIONS

The lending library also establishes the conditions under which borrowed material may be used. Items may be restricted to use in the library only, photocopying may be prohibited, etc.

A borrower's failure to comply with the conditions of a loan could jeopardize his or her interlibrary loan privileges and/or those of the Emory libraries with lending institutions.

RETURNS / RECALLS

Return all ILL materials directly to the Interlibrary Loan office or to a Reference Librarian. Items obtained through ILL should not be returned to the Circulation Desk or placed in the library book drop.

Interlibrary loan materials are subject to recall by the lending library at any time. In addition, the ILL office will recall any overdue items.

Failure to return a recalled item by the date indicated will result in a fine of 50 cents per day.

Continued failure to return ILL materials in a timely manner may result in suspension of an individual's interlibrary loan privileges.

OFFICE HOURS

Interlibrary Loan office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Reference staff are available to accept requests and to provide access to materials at night and on weekends.

If you have questions about ILL services, please phone or come by the Interlibrary Loan office (Main Floor, Woodruff Library) during the hours listed above.

Interlibrary Loan
Robert W. Woodruff Library
Emory University
Atlanta, GA 30322

(404) 727-6874

revised 8/90

Interlibrary Loan Service

The Robert W. Woodruff Library
Emory

Through Interlibrary Loan (ILL) scholars usually can gain access to research materials that are not available in the Emory University libraries. The policies followed in providing ILL services are based on the National Interlibrary Loan Code, 1980.

The Emory libraries participate in several cooperative library programs, such as the University Center in Georgia and the Research Libraries Group, which provide priority ILL service and direct borrowing privileges to Emory researchers. Please see ILL staff or Reference Librarians for more information about these programs.

ELIGIBILITY

Interlibrary loan services are provided to facilitate the research of Emory faculty, staff and students . ***These services are not available to spouses or children of the above groups, nor to alumni.***

Researchers may be requested to present valid Emory University identification when submitting ILL requests.

LIMITATIONS ON MATERIAL TO BE BORROWED

Researchers should ***not*** expect to obtain the following types of material through interlibrary loan:

- Titles listed in Emory libraries' catalogs ***unless declared lost*** by the appropriate circulation department
- Moderately priced items currently available for purchase in the U.S.
- Entire volumes or issues of periodicals
- Reference works
- Rare books or original manuscripts
- Newspapers or other bulky materials in their original format
- Audiovisual materials or computer software
- Works of genealogy or heraldry
- Some doctoral dissertations and masters theses.

TIME REQUIRED

The length of time involved in obtaining a loan or photocopy can vary considerably. However, most materials can be obtained within two to three weeks after a request is submitted. Materials from the University Center in Georgia are usually supplied in three to ten days.

Rush processing of ILL requests (including telefacsimile transmission of photocopied items) usually can be provided in cases of urgent need. Researchers requiring rapid delivery of materials should discuss their need with ILL staff or a Reference Librarian at the time the request is submitted.

SUBMITTING REQUESTS

Check DOBIS and/or the card catalogs to be sure that Emory does not own the material needed.

Please see a Reference Librarian if you have incomplete information about material required or if you need assistance in determining whether items are held in Emory libraries.

Request forms are available in the ILL office and at the Reference Desks (Main Floor). Requests are not accepted via telephone.

Complete a separate request form for each item, including the following information:

- Requester 's name and address for notification when material arrives,
- Complete and accurate information about the item requested -- ***please do not use abbreviations,***
- Source of citation, i.e., where bibliographic information on item may be verified, and
- Requester's signature indicating familiarity and compliance with ILL policies and U.S. copyright law (if applicable).

Researchers should keep a record of all requests submitted.

Unless a request indicates a date after which the item is no longer needed, ILL will attempt to obtain the material until otherwise advised. Therefore, researchers should inform ILL staff of extended absences when requests are outstanding and/or cancel requests for material no longer needed.

CHARGES / FINANCIAL RESPONSIBILITY

Users of ILL services are responsible for all fees, photocopy charges, and/or replacement costs arising from their requests. Monies usually are payable at the time material is received. However, some libraries require prepayment for reprographic services

While most libraries lend material free of charge, some charge lending fees ranging from 1.00 to $15.00 per title. In addition, all libraries charge for photocopies.

Woodruff Library usually pays lending fees without charge to the researcher; however, requesters are responsible for the cost of photocopies supplied as follows:

- 1-25 pages: $1.00
- 26-50 pages: $1.00 + .10 per page over 25.

Requesters are charged the full amount of the supplier's invoice for the following kinds of reproductions:

- Photocopies over 50 pages and/or requiring special processing by the supplying library

GENERAL POLICIES OF THE FLORIDA LIBRARY INFORMATION NETWORK

The **Florida Library Information Network** is designed to make the information and materials held in Florida's libraries accessible to citizens and residents throughout the state through formal resource sharing and interlibrary cooperation. These policies and parameters of use apply to materials and information requested through **FLIN:**

1. Printed materials that are normally made available by FLIN participating libraries to their local patrons will be available for interlibrary loan or accessible through free photocopies. (see pages 8, 9 and 27 for details)

2. Materials borrowed on interlibrary loan are the responsibility of the borrowing library until received again by the lending library. Fees or costs associated with damages or loss are the responsibility of the borrowing library regardless of whether or not the cost/fee can be recovered from patrons.

3. Interlibrary loan should not be used for these purposes:

   A. To borrow material currently on best seller lists.
   B. To fill heavy local demand for popular titles.
   C. To replace periodical subscriptions.
   D. To borrow a book that the requesting library owns but will not circulate.

4. Borrowing libraries must accept the responsibility to abide by the restriction on "use in library only" materials. Otherwise rare or expensive material may be lost and interlibrary loan privileges jeopardized. Since the book is sent for "use in library only", the lending library expects to find it at the borrowing library at all times, and may contact the borrowing library for information contained in the material.

5. Requests filled by the State Library, or by **FLIN** participating libraries, will normally be supplied without charge. For details of circumstances in which fees may be assessed, see pages 7, 10, 14, 15, 27-29.

6. If a **FLIN** interlibrary loan request that cannot be filled by the State Library or by one of the **FLIN** participating libraries meets certain criteria, it may be eligible for referral out of the network:

   A. The State library will refer requests to non-FLIN libraries only for public libraries, college or academic libraries, and specified special libraries.

   B. Such requests become subject to the guidelines of the National Interlibrary Loan Code, and the State Library must follow interlibrary loan rules and policies set by lending libraries outside the Florida Library Information Network. Some libraries charge a fee for loaning, some do not loan to out of state libraries, and so on.

7. State institution libraries submit their **FLIN** requests directly to the State Library. If those requests cannot be filled by the State Library, the requests will be referred by the State Library only to the five Regional Resource Center libraries and to Robert Manning Strozier Library at Florida State University.

8. Elementary school and secondary school libraries should poll school and local public library resources before using **FLIN.** School libraries' **FLIN** requests are submitted directly to the State Library. Requests that cannot be filled by the State Library will be referred only to the five Regional Resource Center libraries. **FLIN** cannot supply multiple copies of single titles and cannot provide a large number of requests for books on a similar subject. Requests obviously fitting these patterns will be returned unfilled.

Illinois Research and Reference Center Guidelines

In its role as the University of Illinois Library's Interlibrary Lending Office, the IRRC provides loans and photocopies from the University's 11 million volumes, which are dispersed in specialized subject libraries in over 20 buildings on the Urbana-Champaign campus. The IRRC's current standard is to respond to 70% of the requests it receives within one working day. In order to efficiently access the entire collection, the IRRC processes only those requests that meet the following requirements:

FORMAT & CONTENT	Requests to the IRRC must be submitted in electronic or paper format, measuring no less than 8 1/2" x 5 1/2" per request. Most standard printed and consortial formats are acceptable, providing that each request contains the following elements: requester's full name, address, and telephone contact number, and full bibliographic citation, including location and citation verification whenever possible.
MAXCOST	A maximum cost to support the services requested is needed. Requests for articles of unknown length should include a maximum cost of no less than the Basic Charge. Additional services requested, but not supported by the appropriate maxcost, will be met with a response and charges at the basic service level.
FEIN or SSN	The Office of Business Affairs of the University of Illinois requires that each requester provide their Federal Employer Identification Number. If you are not aware of your agency's FEIN, contact the unit that prepares payroll or tax records. An individual submitting a request on his or her own behalf must supply his or her Social Security Number. Your FEIN or SSN will serve as your customer account number at the University of Illinois. This information should appear on each individual request.
COPYRIGHT	A copyright compliance statement must be indicated on each request. The IRRC reserves the right to cancel any request that it determines may be an infringement of copyright.
MULTIPLE REQUESTS	Multiple requests submitted on a single page must be pre-processed by the IRRC in order to make each request a processable entity. There is a $5.00 fee per each "set" of multiple requests (up to 50 citations); this fee is charged regardless of the outcome of the requests.
CANCELLATION	The IRRC reserves the right to return any request unprocessed for any reason, including possible copyright infringement, condition of item, unavailability of materials, and insufficient information.
CONDITIONS OF LOANS	Most loans are given a circulation period of two weeks use. Materials are loaned only to other libraries, not individuals. Up to 10 volumes, 10 reels, or 10 boxes of fiche will be supplied at one time from any single given title or series. On return of these 10 items, the next 10 will be supplied, and so on. Renewals are usually granted on request by the IRRC office, unless local need or restrictions apply. Damage and loss of books (even in shipment) are the responsibility of the requester. Actual cost to repair or replace volume is charged. Lost books which are in print, or available from out-of-print publishers should be replaced by the requester. For titles which are unavailable for purchase, a Lost Book Billing will be issued ($50.00 minimum).
SHIPMENT	Although multiple items for one requester will be sent in one package whenever possible, the IRRC prepares numerous shipments each day; the shipment of "groups of materials" in one package cannot be guaranteed. No delivery services by shippers other than national mail services will be arranged unless the shipper will charge the requester directly.

Illinois Research and Reference Center Guidelines

REFERENCE	The IRRC can provide basic reference services associated with document delivery (checking volume's indexes, verifying a bibliographic citation, providing lists of other possible locations if an item is not available at UIUC, etc.). A description of the service desired and the maximum cost specifically for this service must be supplied. Reference charges are assessed regardless of the outcome of the search.
SPECIAL FORMATS	The IRRC can arrange microfilm, microfiche, photography, and oversize copying services to be handled by local service providers. The IRRC cannot guarantee turnaround time for materials which must be reproduced outside its facilities. The IRRC RUSH fee applies only to the IRRC's expedited handling of materials. The production of a master film negative is sometimes required in order to provide film or paper copy of rare and/or fragile materials. When this is the case, the requester must pay for the production of a master negative (which is retained by the UIUC), as well as the copy sent to the requester. Requesters will be contacted in advance with estimates as these occasions arise.
PAYMENT	Charges for each item are included for your convenience with material. Formal invoices will be issued on a monthly basis. Payment must be submitted with a copy of the original request, OCLC number, or invoice number that specifies which item is being paid for. Partial payments or payments without identifying references included will be returned on receipt. Individuals residing outside the U.S. must prepay, and estimates will be given for this purpose. Payment must be made by a check drawn on a U.S. bank or by a U.S. Postal Money Order. Checks drawn on a non-U.S. bank, even when made in U.S. funds, ARE NOT ACCEPTABLE. Late charges will be assessed if no payment has been received 30 days after a formal invoice is issued. Incorrect payment that does not meet these requirements (including foreign checks or money orders, postage stamps, coupons, or payment that does not specify the request number or include a copy of the filled request) will be returned. Late charges and/or other penalties may result. Payments not paid within 60 days will be reason for ceasing service; reinstatement of service will be considered only on receipt of full payment for past services rendered.
DEPOSIT ACCOUNTS	Deposit accounts are available ($200.00 minimum) and are recommended for individuals, frequent requesters, those that require special services on a regular basis, and all international requesters.
ESTIMATES	No request for estimate will be supplied unless a maximum cost of at least $7.00 U.S. is supplied when the request is submitted. If the maximum cost space is left blank on a form, a $10.00 maximum cost will be assumed, and the requester billed accordingly. If the maximum cost given on the request is not high enough to pay for special services requested (ie. RUSH, Fax, etc.), only basic service will be provided and invoiced for. An estimate for any reproduction work requiring payment over the maximum cost supplied by the requester will be mailed to the requester (regardless of the method used to request the item) and must be resubmitted with the appropriate maximum cost indicated. It is highly recommended that requests for entire University of Illinois publications, special handling or delivery needs, works of indeterminate length, and copying to or from microformats be submitted with a maximum cost of at least $20.00 to insure a fast, efficient response.

INTERLIBRARY LOAN POLICY

Lending

ADDRESS: Interlibrary Loan Department
Iowa State University Library
Ames, Iowa 50011

OCLC: IWA
NUC: IaAS

TELEPHONE: Office 515-294-8073; Lending 515-294-2345

FAX NUMBER: 515-294-1885

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Requests are accepted by OCLC, Mail and Fax.

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C H A R G E S

	Per request
Telephone requests	$3.00
Rush Service	$5.00
Loan Charge for commercial organizations	$3.00
Handling Charge for: 1st Class, Federal Express, UPS	$2.00
Fax Charges:	
Service charge	$1.00
Charge per page	$ .40

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Photocopy charges for out of state libraries and profit making organizations

1 - 10	pages	$5.00
11 - 20	pages	$6.50
21 - 30	pages	$8.00
31 - 50	pages	$10.00
51 -	pages	$10.00 + $.15 per page

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Iowa libraries are not charged for photocopies

All photocopies are sent 1st class unless otherwise specified

An invoice will be sent with the material for both books and photocopies

LOANS	Loan period: 2 weeks Renewals: 1 (No renewal on new books) Loans are sent Library Rate unless otherwise specified No library materials are loaned overseas
RUSH PROCEDURE	This guarantees the material leaving our office within 24 hours. The request will be processed immediately upon receipt.
DAILY PROCEDURE	Requests received during the working day will be worked on the following morning. Time span for material leaving our office can be anywhere from 2 days to 2 weeks. Please wait a month before asking for a status.

Type of Material	Will Lend	Will Not Lend
BOOKS	Yes	
THESES	Yes	
DISSERTATIONS	Yes, if circulating copy available. July 1957-present may also be purchased from University Microfilms	
MICROFORMS	Yes, with the following limitations: Non-circulating Serials from the last 5 years ERIC Microfiche Materials currently in active use for research of class assignments Circulation policy Will loan 10 reels of a pre 1960 serial Will loan 5 reels of a serial between 1960 and the latest 5 years Will loan 10 reels of a large research collection	
PERIODICALS	Microforms. Requests for loan of bound volumes will be considered	
NEWSPAPERS	Microfilm. See limitations above under Microforms	
GOVERNMENT DOCUMENTS	Yes U. S. Depository: 1907-	U. S. Serial set Census material
AUDIO VISUAL		No

A World of Knowledge
for the Nation's Health

National Library of Medicine

October 1991

FACT SHEET

INTERLIBRARY LOAN POLICY

Most of the literature in the collection of the National Library of Medicine (NLM), including the History of Medicine Division, is available for loan to any library. The NLM lends items that fall within the scope and coverage policy governing its collection. The collection does not include patient or health education materials and the Library does not lend indexes and abstracts, general library and information science materials, and current trade publications which are presumed to be widely available. Technical reports available from the National Technical Information Service and Government Printing Office publications are generally not loaned. Requests for reprints should be directed to the author.

Loans are not made directly to individuals. Requestors who cannot obtain medical literature in their Regions and who cannot come to the National Library of Medicine in person may secure material through the interlibrary loan service by requesting items through their local library. Libraries should send requests directly to NLM only for those titles not held in their Regions. The Regional Medical Libraries (RMLs), listed on page 4, have established lending procedures for their Regions and have made available regional locator tools. As not all Regions have monographic and audiovisual locator tools, requests for these materials should follow existing Regional patterns before being forwarded to NLM.

Loans requested from NLM must comply with the instructions in this Policy and with the provisions of the National Interlibrary Loan Code of the American Library Association (ALA).

Forms of Loans

- Material will be lent in the original form, as a photocopy, or in microfilm. The form will be determined by NLM.
- **Journals and monographic serials generally do not circulate in their original form.** Photocopies are provided in lieu of lending the original. Photocopies will not exceed fifty pages, in most cases. Certain forms and types of material (congresses) and specific works may be withheld from circulation.
- Literature in the collection printed before 1914 is usually loaned in the form of microfilm or photocopy. These materials are available from the History of Medicine Division. (See address on page 3 and LIBID below.)
- Audiovisual titles are available for loan. Pre-1970 audiovisuals are available from the History of Medicine Division. Computer-Assisted Instruction (CAI) materials are not loaned. (See NLM Fact Sheet, Access to Audiovisual Materials.)

Methods of Borrowing

Requests will be accepted via the following methods:

1. DOCLINE®, NLM's automated ILL request and referral system;
   20209A-CAS
   20209B-HMD
2. ALA or IFLA Interlibrary Loan Request Forms, typed in triplicate,
3. Telefacsimile (in duplicate). Phone: (301) 496-2809,
4. Approved forms of electronic mail, including those which provide addressing messages to TWX or TELEX stations.

Electronic mail requests are accepted through EASYLINK at NLM's TWX address; (710) 824-9615.

- Requests for serial literature should be sent directly to NLM only when the requested material is not available in the requestor's Region. The statement "not available in Region" must appear on the interlibrary loan request. Requests without this statement will be rejected.
- All requests for material to be photocopied must include the applicable statement of conformance to either the U.S. Copyright Act of 1976 (CCL) or Copyright Guidelines (CCG). Requests for loans of audiovisuals must include the CCL statement.
- Requests must include the authorizing person's name (if sent by electronic transmission) or the signature of the authorizing person at the borrowing library (if the form is sent by mail).

Bethesda, Maryland 20894

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES • Public Health Service • National Institutes of Health

- NLM requires that a requesting library include its LIBID (library identification) on each request, near the library's address. The LIBID is assigned by NLM to facilitate identification of the requesting library and may be obtained by searching the DOCUSER® database on the MEDLARS® system or by contacting the appropriate Regional Medical Library.
- Each item or item segment (chapter, part of issue, etc.) must be requested separately.
- Advance booking of audiovisuals for a specific date is not possible. Requests are processed as they are received.
- Requests that do not comply with the above procedures may not be accepted.

Interlibrary Loan Request Forms

- Journal citations should include the name of the journal, date of issue, volume, author, title, and full pagination of the article.
- Book citations should include the full name of author, title, edition, publisher, place, and date of publication.
- Audiovisual citations should include the full title, institution or person responsible for the production, and parts of the audiovisual (e.g., slides, audiocassette, guide).
- **Omission of any of the above citation elements could result in an unfilled request.**
- Citations verified in NLM publications or NLM databases should include NLM call numbers when available. The call number is identified by 02NLM in the databases and recently printed catalogs and 04NLM or DNLM in catalogs printed before January 1983. Do not request Cataloging in Publication titles, identified by a (P) following the call number, or titles withdrawn from NLM's collection, marked WITHDRAWN in the call number.
- Give source of verification whenever possible. If known, state the specific NLM database containing the citation and the MEDLINE® or SERLINE® unique identifying number. Do not state "MEDLINE®" if the citation was found, for example, in TOXLINE® or CANCERLINE®. If the available bibliographic resources have been exhausted, a notation to that effect and summary of sources searched should be furnished. Requests not verified or which do not contain the notation and summary of sources searched will receive limited searching, while properly verified requests will be searched more thoroughly.
- If a citation cannot be verified, give the bibliographic reference to its source, or if faxed or mailed, attach a copy of the citation.
- Complete address and LIBID of the requesting library must appear on each request form.
- It is not possible for NLM to cancel a request once it is received.

Telefacsimile

NLM will accept requests transmitted by telefacsimile and will use telefacsimile to fill requests for documents needed on an **emergency basis**. To request fax transmission for emergency requests, the requests must be submitted by telefacsimile in duplicate; EMERGENCY requirement must be indicated. During the hours the Library is open, these requests will be filled within 2 hours. If NLM is unable to fill the request, notification will be transmitted within 2 hours. Telefacsimile requests must contain the return facsimile phone number and an office telephone number as well as the complete address of the borrowing library or the LIBID. To facilitate processing, include the MEDLINE® or SERLINE® unique identifier whenever possible. There is an additional charge for this service (See **Charges**.)

Requests received via telefacsimile which are not indicated as emergency requests, will be processed as regular interlibrary loan requests and faxed whenever possible

Referrals

NLM will refer requests which are within the scope of the NLM collection, are not available at NLM, are complete citations and are identified as held by another library. At this time NLM is referring to the Resource and Primary Access Libraries in the National Network of Libraries of Medicine (NN/LM), the British Library Document Supply Center, National Agricultural Library, American Journal of Nursing Company, American Hospital Association and the American Dental Association. If you wish this service, indicate "Refer on" at the top of the ALA form or in the comments field on an electronically transmitted request.

Titles in NLM Databases Not in the NLM Collection

- POPLINE™, HEALTH, and several "Special List" indexes (e.g., dental and nursing) include some serials that are not in the NLM collection. SERLINE® indicates those titles by: 1) a note that they are not in the NLM collection and 2) the indexing source rather than the call number. TOXLINE®, BIOETHICSLINE®, HISTLINE® and several other databases also contain citations to titles not owned by NLM.
- Requests for photocopies from these titles are referred to a library holding these materials if the requesting library has indicated "Refer on" on the request.

Loan Period

- The loan period for original material, microfilm and audiovisuals is four weeks, including transit time.
- No renewals are granted.
- Libraries with overdue items may have their borrowing privileges suspended.

Delivery and Returns

- NLM will pay postage for outgoing loans. The borrowing library:
  - will pay postage for the return of borrowed materials;
  - is responsible for material from time of receipt until returned and received at NLM;
  - will replace materials lost or irreparably damaged. If materials cannot be replaced, a standard $75.00 fee will be charged ($150 for audiovisual materials).
- For the protection of the borrowing library, it is suggested that materials be insured or registered and that a return receipt be requested.
- Return post-1913 printed materials and post-1969 audiovisuals to the Collection Access Section. Return pre-1914 microfilm and pre-1970 audiovisuals to the History of Medicine Division.
- Pack materials properly for return. Protect corners and edges of books well and mail unbound materials flat. Do not reuse NLM's jiffy bag. It will not survive two trips through the mails. Audiovisual materials should not be returned in fiber jiffy bags.

Requests From Foreign Countries

- Interlibrary loan service for photocopies of journal articles will be provided under the same conditions and regulations as for U.S. libraries except for the difference in fee charged (See **Charges**).
- Materials in the original form will not be loaned outside the U.S.

Charges

- U.S. libraries—$7.00 for each filled interlibrary loan in the form of a photocopy or loan of a book, audiovisual, or microfilm.
- There is a $3.00 surcharge for photocopies provided via telefacsimilie.
- Foreign libraries—$9.00 (U.S.) for each filled interlibrary loan in the form of a photocopy.
- Fees include charges for handling and postage.
- Federal libraries - NLM will provide service free of charge if the requesting library has complied with NN/LM policy for routing of interlibrary loan requests. Federal libraries in the Greater Washington Metropolitan area may send requests directly to NLM.
- **Do not send payment with the loan request**. Invoices will be issued quarterly by the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161 and are payable to NTIS. Libraries are encouraged to establish a deposit account with NTIS to facilitate payment. Coupons are not accepted as payment for these charges.
- Please keep a copy of each loan request form returned with each item. The loan request number appears on the summary page of the invoice and is needed to interpret the invoice charges. NLM is unable to provide a second copy at the end of each quarter.

Special Photographic Services

- Photographs or slides of portraits, prints, charts, and other pictorial work requires special procedures. Write to: Prints and Photographs Collection, History of Medicine Division (address below) for information and costs.
- It is not possible to fill large orders for purposes of building collections.
- Orders requiring copyright owner's permission will not be accepted unless accompanied by this permission in writing.

Interlibrary Loan Information

Address requests as follows:

1) For journal and monograph material published after 1913 and audiovisual material produced after 1969:

COLLECTION ACCESS SECTION

National Library of Medicine
8600 Rockville Pike
Bethesda, Maryland 20894

LIBID: 20209A
Telephone:
(301) 496-5511
FAX (301) 496-2809
TWX (710) 824-9615

2) For journal and monograph material published before 1914 and audiovisual material produced before 1970:

HISTORY OF MEDICINE DIVISION

National Library of Medicine
8600 Rockville Pike
Bethesda, Maryland 20894

LIBID: 20209B
Telephone:
(301) 496-5405
FAX (301) 496-2809
TWX (710) 824-9615

National Network of Libraries of Medicine (NN/LM)

There are eight Regional Medical Libraries, each responsible for a specific geographic area. These libraries handle requests for medical literature not available locally, passing on to NLM requests they cannot fill.

Regions	States		Regional Medical Library	Phone/Fax
#1 - **Middle Atlantic**	Delaware New Jersey	New York Pennsylvania	Middle Atlantic Region The New York Academy of Medicine 2 East 103rd Street New York, New York 10029	Phone: 212-876-8763 FAX: 212-534-7042
#2 - **Southeastern/ Atlantic**	Alabama Florida Georgia Maryland Mississippi North Carolina South Carolina	Tennessee Virginia West Virginia District of Columbia Puerto Rico Virgin Islands	Southeastern/Atlantic Region University of Maryland Health Sciences Library 111 South Greene Street Baltimore, Maryland 21201-1583	Phone: 301-328-2855 FAX: 301-328-0099
#3 - **Greater Midwest**	Iowa Illinois Indiana Kentucky Michigan	Minnesota North Dakota Ohio South Dakota Wisconsin	Greater Midwest Region University of Illinois at Chicago Library of the Health Sciences P.O. Box 7509 Chicago, Illinois 60680	Phone: 312-996-2464 FAX: 312-996-2226
#4 - **Midcontinental**	Colorado Kansas Missouri	Nebraska Utah Wyoming	Midcontinental Region University of Nebraska Medical Center Leon S. McGoogan Library of Medicine 600 South 42nd Street Omaha, Nebraska 68198-6706	Phone: 402-559-4326 FAX: 402-559-5498
#5 - **South Central**	Arkansas Louisiana New Mexico	Oklahoma Texas	South Central Region Houston Academy of Medicine Texas Medical Center Library 1133 M.D. Anderson Boulevard Houston, TX 77030	Phone: 713-790-7053 FAX: 713-790-7030
#6 - **Pacific Northwest**	Alaska Idaho Montana	Oregon Washington	Pacific Northwest Region University of Washington Health Center Library, SB-55 Seattle, Washington 98195	Phone: 206-543-8262 FAX: 206-543-2469
#7 - **Pacific Southwest**	Arizona California Hawaii Nevada	and U.S.Territories in the Pacific Basin	Pacific Southwest Region University of California at Los Angeles Louise Darling Biomedical Library 10833 Le Conte Avenue Los Angeles, California 90024-1798	Phone: 213-825-1200 FAX: 213-825-5389
#8 - **New England**	Connecticut Maine Massachusetts	New Hampshire Rhode Island Vermont	New England Region University of Connecticut Lyman Maynard Stowe Library Health Center 263 Farmington Avenue Farmington, Connecticut 06034-4003	Phone: 203-679-4500 FAX: 203-679-4046

Toll-free phone number for all Regional Medical Libraries 1-800-338-7657

PERMISSION TO PUBLISH NEWBERRY MATERIALS

When publication fees cannot be paid with the photoduplication order, permission to publish Newberry Library materials must be obtained in writing from the Office of Library Services. A letter requesting permission should be received at the Library one month prior to the date of publication or the date that permission is needed. Rush fees may be assessed in some cases. Please include the following in your request for permission:

- as full a description as possible of the Newberry materials you wish to publish. A photocopy of the material or a copy of your photoduplication order is highly recommended.
- the author, title, publisher, and expected date of publication of the work that is to be published.

Fees for the publication of Newberry materials as illustrations or as reprints are separate from and in addition to the cost of photography. The fee schedule is as follows:

Commercial publishers:
$50.00 per illustration

Reproduction of an entire work:
$75.00 plus 75¢ times the size of the print run

Arrangements for other uses of Newberry materials (advertising, exhibitions, data bases, etc.) must be negotiated with the Office of Library Services.

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THE NEWBERRY LIBRARY
60 WEST WALTON STREET
CHICAGO, ILLINOIS 60610
(312) 943-9090

The Newberry Library PHOTODUPLICATION SERVICES

The Newberry Library is a privately supported non-circulating, reference and research library in history and the humanities, incorporated under the laws of Illinois as a "free-public Library." As an extension of its services to readers, the Library provides the photoduplication services described here. Fees are based on costs to the Library and are used solely to provide this service to its readers.

The Library will reproduce copyrighted material only within the principle of "fair use." The patron shall assume all responsibility in questions regarding copyright of library material.

The Library reserves the right to retain negatives.

The Library reserves the right to refuse to copy materials which may be endangered by the processes used. In some cases microfilm will be suggested as a safe alternative to xerographic copying.

When copying risks damage to material, the Library's primary responsibility is to preserve the material for future generations of users.

Please direct all mail inquiries to the Reference Section. Please do not send cash or checks in advance. You will be mailed an order form detailing the exact cost of your order to be returned with your check. International money orders are not recommended unless they can be sent attached to your Newberry Library order form.

August 1991

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XEROGRAPHIC COPIES

Positive copies on plain paper. Orders will be done single page or double page depending upon condition and size of material. More than 50 pages in length will not be copied from the same volume. Microfilm may be suggested as an alternative for fragile books and whole titles.

Maximum size: 11″ × 17″

Delivery time: 2 to 3 weeks mail order. Same day for pickup.

Set-up & handling charge (mail order)	$5.00
Set-up charge (in person)	1.00
Each exposure	.25
Minimum search charge per title (mail order only)	3.00
Mailing charge	2.00
Foreign Airmail	4.00

Pickup orders will be held for 2 weeks.

Additional postage charges must be paid in advance to have pickup orders mailed to you.

COPYFLO

Copyflo is positive archival paper copy made from negative microfilm. This process (involving making microfilm) may be suggested as an alternative to xerographic copy for fragile materials and whole titles.

Delivery time: 5-9 weeks (No rush orders)

Set-up & handling charge	$10.00
Charge per exposure:	.50
Existing Negative (whole title)	.15
Minimum search charge per title	3.00
Mailing charge	2.00
Foreign Air Mail	6.00

MICROFILM

Microfilm is the preferred copying method for fragile library materials and is the most economical means for extensive copying. For complete titles positive copy is supplied unless otherwise ordered. For partial titles negative copy only is supplied. Each exposure can usually accommodate a double page spread.

35mm imperforate film (B & W only)

Delivery time: 4-6 weeks (No rush orders)

Maximum size original 30″ × 27″

Set-up & handling charge	$10.00
Charge per exposure	.30
After 100 exposures in one title	.20
Existing Neg. (whole title)	.10
Extra copies	.05
Minimum search charge per title	3.00
Mailing charge	4.00
Foreign Airmail	6.00

READER PRINTER PRINTS

Reader Printer is a positive copy on coated paper made from negative microfilm. A coin-operated Reader Printer is available for patrons to use when microfilm is already available. This process may be suggested as an alternative to xeroxing for orders involving partial titles.

Delivery time: 2-3 weeks (No rush orders)

Set-up & handling charge (mail order)	$10.00
Each exposure	.50
Minimum search per title (mail order)	3.00
Mailing charge	2.00
Foreign Airmail	4.00

All orders must arrive with payment enclosed. Institutions making payments for orders initiated by others should be instructed to attach order forms. Checks received without the order form may be returned or delayed.

PHOTOGRAPHS AND SLIDES

A professional photographer is employed by the Library and a full range of photographic services is available. Negatives are retained unless otherwise ordered.

Delivery time: 3-4 weeks
Rush order: 1-2 weeks (add 50%)
Rush order: Less than 1 week (add 100%)
(See below for Federal Express charges)

Set-up & handling charge	$5.00
Black and white prints:	
8″ × 10″ print and smaller	16.00
11″ × 14″ print	21.00
Negative in addition to print (4″ × 5″)	6.00
Negative only with contact print (4″ × 5″)	12.00
35mm negatives (minimum order of 10)	50.00
Additional 35mm negatives	3.00
Color:	
Slides:	
35mm color	5.00
Color Prints:	
8″ × 10″ print	40.00
11″ × 14″	50.00
Transparencies: Rental Basis Only	
4″ × 5″ color 3 months	22.00

Transparencies retained beyond the rental period will be billed for an additional 3 months at $22.00.

Large photography projects may be priced individually.

Minimum search per title	$3.00
Mailing charge	2.00
Foreign Airmail	4.00
Federal Express or Courier (in Chicago)	14.00

ADDITIONAL CHARGES MAY BE NECESSARY FOR OVERSIZE ITEMS, FOLDOUT PAGES, AND OTHER REQUESTS REQUIRING SPECIAL ATTENTION.
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ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

The New York Public Library

COPY SERVICES, ROOM 315R
Fifth Avenue & 42nd Street New York, New York 10018-2788
(212) 930-0809 FAX (212) 221-3423

Copy Services Rate Sheet (July 1991)

Orders may be placed by mail, phone or fax. Payment in advance is required unless other arrangements (deposit or billing account) are in effect. Please write, or phone (212) 930-0810, for information about special accounts. Copy Services accepts payment by check drawn on a U.S. bank, or on a U.S. branch of a foreign bank; by U.S. postal or bank money order, or international money order drawn on a bank with a branch in the U.S.; or by credit card (Visa, Mastercard, or American Express). Payment may be made in cash if the order is placed in person. Checks are not accepted for in-person orders. There is a $12 minimum on credit card orders.

ON-SITE PHOTOCOPY

Per sheet:	8.5" x 11" or 8.5" x 14"	$0.25
	11" x 17"	$0.50
Map copy:	36" x any length	$4.00
Reader-printer:	8.5" x 11"	$0.30
	11" x 17"	$0.50

PHOTOCOPY ORDERS

Per item, up to 10 pages, or 1 map copy (includes processing & mailing)	$12.00
Each additional 10 pages	$3.00
Each additional map copy	$4.00

Additional charges on photocopy orders:

Rush service (does not include fax charges) (Rush orders for material in the Central Building will be filled within two days of receipt. Material in other locations may take slightly longer.)		$10.00
Fax (per page):	New York City	$0.50
	U.S.	$1.00
	International (MINIMUM FAX CHARGE $3.00)	$3.00
Express mail		$3.00 plus mailing charges
Foreign mail (airmail):		
	Canada & Mexico: first 50 pages	$0.00
	each additional 50 pages	$1.00
	Other countries: first 50 pages	$3.00
	each additional 50 pages	$3.00

CERTIFICATION OF COPIES

Per item	$20.00 plus copying costs

6

(continued on back)

PHOTOGRAPHY

Processing charge per order (includes mailing, up to 5 items)		$15.00
Photographic negative (8" x 10" black & white)		$15.00
Contact print from existing negative (B&W on 8" x 10")		$9.00
Silver print:	11" x 14" glossy	$6.00
	11" x 17" matte	$8.00
	18" x 24" matte	$11.00
	Additional charges: enlargements, reductions, folds (each)	$2.00
Slide (35 mm color)		$10.00
Transparency (4" x 5" ektachrome)		$42.00

Additional charges on photography orders:

Mailing for orders over 5 items, per additional 5 items	$3.00
Express mail	$3.00 plus mailing charges
Foreign mail (airmail, to countries other than Canada & Mexico)	$2.00
Special handling (oversize material, difficult work, etc.) (MINIMUM CHARGE $10.00)	$20.00/hr.

MICROFILMING

New Filming

Processing charge, per title	$10.00
Master negative (each frame) (MINIMUM CHARGE $25.00)	$0.20
Positive or negative film copy (each foot) (MINIMUM CHARGE $5.00)	$0.20
Additional charges: Special handling (difficult work) (MINIMUM CHARGE $10.00)	$20.00/hr.

Film copy from existing master

Processing charge, per title	$10.00
Each reel	$30.00

Mailing charges for microfilm

United States: first 5 reels	$6.00
each additional 5 reels	$1.00
Canada & Mexico: first 5 reels	$10.00
each additional 5 reels	$5.00
Other countries: first 5 reels	$10.00
each additional 5 reels	$10.00

Microfiche (from NYPL master only)

Per item (includes processing and mailing)	$12.00
Additional charges: Foreign mail (airmail, to countries other than Canada & Mexico)	$2.00
Paper copy via microfilm	filming costs plus photocopy order costs

The New York Public Library

THE RESEARCH LIBRARIES Fifth Avenue and 42nd Street, New York, New York 10018-2788

COOPERATIVE SERVICES FEE SCHEDULE

DOCUMENT RETRIEVAL (PHOTOCOPYING)
$12 per item for 1-10 pages
$15 per item for 11-20 pages
plus $3 per additional 10 pages or portion thereof
Not included are materials from the special collections, or materials considered to be too fragile for regular photocopying.

Rush Fee, an additional $10

DOCUMENT DELIVERY OF PHOTOCOPIES
Facsimile transmission, $.50 per page, $3 minimum

INTERLIBRARY LOAN (BOOKS)
$15 per title

TURNAROUND TIME
Usually materials requested which are located in the Central Research Building will be ready the next working day after 4:00 p.m. Materials housed in other locations of The Library will be available in 2-3 additional days. Requests requiring more immediate attention will incur a Rush Fee.

Monday - Friday, 9:00 a.m. - 5:00 p.m.
Telephone (212) 930-0878
Facsimile (212) 391-2502
When calling, please request to speak with Jane Greenlaw, Assistant Chief, or in her absence Betty Hall, Head, Lending Unit or Lilian Zwyns, Chief Librarian.

Note: This fee schedule is applicable only for those charged to the United Nations

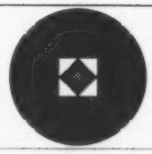
3.4.91

BEST COPY AVAILABLE

SYSTEMS AND PROCEDURES EXCHANGE CENTER

INTERLIBRARY LOAN REPORTS AND MANUALS

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF MANAGEMENT SERVICES

UNIVERSITY OF CALIFORNIA LIBRARIES

Intercampus Interlibrary Loan

Manual & Directory

Compiled and Edited by
Lynne S. Palmer

UNIVERSITY OF CALIFORNIA LIBRARIES
INTERCAMPUS INTERLIBRARY LOAN
MANUAL AND DIRECTORY

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FOREWORD

This is the first edition of the *University of California Libraries Intercampus Interlibrary Loan Manual and Directory*. It contains policy statements and listings for the 29 UC Library units which actively participate in the Systemwide resource sharing program.

This volume is developed as a practical working tool for the library staff responsible for making the UC Systemwide resource sharing program work. The goal is to provide up to date information that the working ILL staff needs to effect efficient resource sharing programs which meet the needs of UC faculty, students and staff. To accomplish this goal, ILL staff recognized the need for directory information used in everyday ILL activity. We started there and expanded to include multiple access points so that ILL information might be available in a single place and on a first look-up. Thus this volume began.

ILL staff also need to have handy access to current policies and practices governing the program. We therefore included key policies which have been adopted by the Heads of Public Services (HOPS) Group, and designed the format to provide for inclusion of new procedures and policies (e.g. Fax guidelines, revision of the UC ILL Code to include non-print media) as they are developed.

ILL is growing and changing fast. We hope that the organization of information and timely updating will make this manual a useful tool for many years to come. Finally, with the knowledge that our success will be measured not by the appearance of this volume, but the degree to which it allows us to provide better service to the UC community– we will let time be our judge.

Many thanks to the ILL personnel at every campus for their constructive suggestions concerning the content and format of this volume. Thanks also to UC Berkeley Cooperative Services staff who put in many hours designing, organizing and producing this document.

Suzanne Calpestri
Cooperative Services Department, Library
University of California at Berkeley

I.A.

UNIVERSITY OF CALIFORNIA INTERCAMPUS LOAN CODE

This code is an agreement adopted by the Library Council of the University of California on July 22, 1987 to govern interlibrary loan among the libraries of the University of California system. Appendix B lists all libraries covered by this agreement.

INTRODUCTION

The intent of the Intercampus Interlibrary Loan Code is to facilitate the sharing of library resources among the libraries of the University of California, and to provide expeditious and priority access to these resources for University of California faculty, staff, and students. The resources thus made available are much greater and much richer than any single campus could provide. Since the introduction of MELVYL, the University of California on-line union catalog, library users have come to rely more and more on interlibrary loan to obtain materials not available in their local collections. It has long been recognized that effective interlibrary loan service among the libraries of the University of California plays a vital role in making the concept of Universitywide access to library materials a reality.

The Intercampus Code facilitates resource sharing by providing a framework for cooperation and promoting coordinated Universitywide efforts. The Code sets service standards to insure quick and reliable interlibrary access to materials not in the local library, yet leaves many procedural details open to local option as long as goals are met. Items are made available in a variety of ways: through loan of original material, provision of copies, or by direct borrowing when appropriate. The systemwide approach to interlibrary loan outlined in the Code insures that optimum library service is provided within the limits of available funding.

I. Definition

An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request.

II. Purpose

The purpose of this Code is to set standards for expeditious interlibrary loan among the 9 campuses of the University of California to make the concept of Universitywide access to library materials a reality.

III. Scope

A. A loan or a copy of any material may be requested from another library in accordance with the published Intercampus Lending Policy of that library and the specifications of this Code. Requests for exceptions to the Lending Policy should be accompanied by a statement of need; the lending library will decide in each case whether a particular item can be provided. The UC lending libraries will be as liberal as possible in granting exceptions for faculty requests from other campuses.

B. Most libraries will not ordinarily lend the following types of materials:

1. Material in high demand at the lending library;

2. Material with local circulation restrictions;

3. Non-book format material such as sound recordings, software, etc.;

4. Bulky or fragile items that are difficult or expensive to ship.

C. Shared Purchase Material

Although held by individual campuses, material acquired through the Shared Purchase Program is owned collectively. Ordinarily, the holding library must agree to lend the material to patrons from other University of California libraries by direct or interlibrary loan of the original, or a photocopy or microform reproduction. However, some shared purchase material (e.g., archives, manuscripts, and other special collections) may only be usable by remote consultation through reference assistance (e.g., certain catalogs or indexes), or on-site (see appendix to this document). When shared purchase funds are used to continue, extend, or complete a title or collection already held by a campus, the entire body of material is available to other campuses on the same basis as that portion acquired by shared purchase funds. Shared purchase facsimile editions must be loaned. For this type of material, loans will usually be made from one rare book room to another.

D. Special Collections Materials
(see Appendix A for guidelines)

IV. Interlibrary Loan of Material Housed in the Northern and Southern Regional Library Facilities

Interlibrary Borrowing Units may request items deposited in the regional facilities by any other campus. The Northern Regional Library Facility lends original material and provides photocopies of up to 50 prints per request at no charge to the requesting UC library. The Southern Regional Library Facility's policies and procedures are under development.

V. Responsibilities of Borrowing Libraries

A. Each library should provide the resources needed to meet the study, instructional, informational, and normal research needs of its primary clientele. After every effort has been made to exhaust local campus resources, any additional material required may be requested from another University of California library under this Code.

B. The interlibrary loan staff of each library should be familiar with, and use, relevant interlibrary loan documents and aids. These include this Code and appendices; the most recent edition of the Interlibrary Loan Practices Handbook published by the American Library Association; intercampus lending policies of each University of California interlibrary loan unit; MELVYL; and standard bibliographic tools and services.

C. Each library should inform its users of the purpose of interlibrary loan and of the library's interlibrary borrowing policy.

D. Those eligible for intercampus borrowing privileges include faculty, students, and staff of the University of California. Each campus is responsible for verifying the status of its patrons, and listing the status on each interlibrary loan request. For non-UC borrowers, intercampus borrowing privileges are at the discretion of the borrowing library. Loans may be requested; however, Intercampus Exchange Program funds cannot be used to pay for photocopies for such borrowers.

E. The borrowing library is responsible for compliance with copyright law (Title 17, U.S. Code) and its accompanying guidelines, and should inform its users of the applicable portions of the law. An indication of compliance must be provided with all copy requests.

V. cont.

F. Requested material must be described completely and accurately following accepted bibliographic practice as outlined in the current Interlibrary Loan Practices Handbook. If the item cannot be verified, the statement "cannot verify" should be included along with complete information as to the original source of the citation. For periodical article requests, only the periodical title needs to be verified. The call number and branch location should also be included on the request if desired by the lending library.

G. Requests for priority service as outlined in this agreement, should be routed through designated channels. At the present time, designated channels include OCLC or OnTyme electronic mail. Special arrangements to send requests by alternate means may be made between any campuses as long as service standards are met.

H. Standard interlibrary loan formats should be used for all requests, regardless of the means of transmission.

I. The safety of borrowed material is the responsibility of the borrowing library from the time the material leaves the lending library until it is received by the lending library. The borrowing library is responsible for packaging the material to insure its return in good condition. If damage or loss occurs, the borrowing library must meet all costs of repair or replacement in accordance with the preferences of the lending library.

J. The borrowing library and its users must comply with the conditions of loan established by the lending library. Unless specifically forbidden by the lending library, copying by the borrowing library is permitted provided that it is in accordance with the copyright law and no damage to the original volume will result.

K. Material borrowed on interlibrary loan cannot be placed on reserve, nor used by theatrical, musical, or study groups unless special arrangements have been made in advance with the lending library.

L. The borrowing library should not permit any borrower to abuse interlibrary loan privileges to the extent that requests for an individual become a burden to any ILL unit. The borrowing library should encourage users to travel to other libraries for on-site access to material when extensive use of a collection is required or the nature of the material requires special handling. The borrowing library should assist the user in making the necessary arrangements.

VI. Responsibilities of Lending Libraries

A. The decision to loan material is at the discretion of the lending library except for Shared Purchase material, covered in Section III of this Code. Each library should be as liberal as possible in making its materials available to other University of California campuses with due consideration to the interest of its own primary clientele.

B. Each lending unit should have a current statement of intercampus interlibrary loan policy, which should be made available on request.

C. The lending library should process requests promptly. Material which is immediately available should be sent within two working days from the receipt of the request at the lending library. For material not immediately available or not owned, the lending library should notify the borrowing library of the status of the request within two days or as soon as possible.

D. Conditions of loan should be stated clearly and material should be packaged carefully.

E. Whenever practical, the lending library should extend to University of California interlibrary loan patrons the same privileges received by local campus patrons for processing searches, holds, recalls, and accessing uncataloged or recently received material.

F. The lending library should provide photocopies of periodical articles in lieu of loan, with a limit of 50 photoprints per request. At the discretion of the lending library, more than 50 prints may be supplied on an occasional basis. Photocopies covered by this arrangement should be made for University of California faculty, students, and staff only. Intercampus Exchange program funds should not be used to provide copies for non-UC borrowers, or for replacement/binding orders. At the option of the lending library, periodical volumes may be lent when the length of the article exceeds the 50 page limit, when lending the volume is more cost effective than copying, or when the borrowing library requests the entire volume because of patron research needs.

VII. Duration of Loan

A. The duration of loan, unless otherwise specified by the lending library, is the period of time the item may remain with the borrowing library, disregarding the time spent in transit. The minimum loan period should be one week.

B. Interlibrary loan material should be returned promptly.

C. A renewal request should be sent in time to reach the lending library not later than the due date. If the lending library does not respond, it will be assumed that renewal, for the same period as the original loan, is granted.

D. All material on loan is subject to immediate recall, and the borrowing library should comply promptly.

VIII. Transportation of Material

A. Intercampus vehicles should be used to transport interlibrary loan material between campuses within the Northern and Southern regions. Where vehicle delivery routes have not been established, books should be sent via UPS and photocopies via first class mail or UPS.

B. ILL material should be shipped daily.

IX. Funding

Partial cost recovery for intercampus lending operations is provided by the Intercampus Exchange Program. Funds are allocated on an annual basis according to a formula prepared by the Task Group for the Movement of Materials and accepted by Library Council on October 21, 1977.

Appendix A: Guidelines for Shared Access to Special Collections Materials

Appendix B: List of Libraries Covered

Appendix C: List of Unaffiliated Libraries

Appendix A

University of California Guidelines
for Shared Access to Special Collections Materials

I. Purpose

To implement the "one University one Library" Policy with regard to Special Collections Materials.

II. Definition

Special Collections Materials are generally either rare or unique, often they are also fragile. Formats are variable: books, manuscripts, maps, pictures, photographs, master microforms, papyri, scrolls, etc. Special Collections Departments also house non-unique material, facsimile editions, duplicate microfilms for use, etc.

III. Non-Rare, Non-Fragile Materials Housed in Special Collections

UC Special Collections units will provide intercampus loan of this type of Special Collections Material if possible. Each request will be evaluated on a case by case basis. Material will be carefully wrapped and shipped for use only in the borrower's Special Collections Unit. The borrowing library will use equivalent wrapping and shipping to ensure safe return. Copies may be provided in lieu of loan at the discretion of the curator.

IV. Rare and Unique Materials

A. Providing Copies

Each request will be examined on a case by case basis with a view to providing access through some form of copy. Copies of Special Collections Materials will be provided in various formats as appropriate; e.g., microfilm, photocopy, photographic prints, color slides, etc.

Conditions which might preclude copying are as follows:

1. Condition of original is such that a readable, usable copy is not technically possible.

2. Original would be damaged by the reproduction process.

3. Restrictions imposed by donor (especially true of manuscript material).

4. Copyright restrictions.

Appendix A (cont.)

B. Lending Rare and Unique Materials for Exhibitions

Most UC Special Collections will lend rare or unique materials for exhibit. Adequate insurance coverage, security of exhibit area, and safe return must be guaranteed by the borrowing campus.

C. On-Site Access

If copies cannot be provided, the requesting faculty or student will need to travel to the special collection holding the material for on-site consultation. On-site access may be the only reasonable way for UC faculty and students to consult certain rare and unique materials held on another campus.

V. Relation to Regular ILL Processes

As with regular interlibrary loan requests, special collections loans are library-to-library transactions. Procedures for handling the loan of special collections materials are left to the discretion of the individual library, which may choose, within the library-to-library framework, to process requests either in Special Collections or in Interlibrary Loans.

Requests for Special Collections Materials are not always straightforward. Sometimes direct consultation between the requestor and the staff of a UC Special Collections unit may be necessary for adequate identification of needed material, for signature of forms outlining copyright and other restrictions, and for determining when a "finding aid" may have to be sent to the requestor. ILL staff are encouraged to facilitate this direct consultation. Any borrowing requests resulting from the consultation, however, must be handled by the patron's library. All interlibrary loan transactions are in response to a request from a library, whether the request originates in Interlibrary Loan or in Special Collections.

VI. Response Time

Intercampus requests should be handled on a priority basis; i.e., evaluated promptly and a decision communicated to the requestor within one week.

Appendix B

Libraries of the University of California Covered by the Intercampus Loan Code

LOCATION

Berkeley

Main (University Library-Doe)

Bancroft Library (Special collections guidelines apply)

Branch Libraries
Anthropology
Astronomy/Mathematics/Statistics
Biochemistry
Biology
Business/Social Sciences
Center for Chinese Studies
Chemistry
Earth Sciences
East Asiatic
Education/Psychology
Engineering
Entomology
Environmental Design
Forest Products (Richmond Field Station)
Forestry
Library School
Moffitt Undergraduate
Music
Natural Resources (formerly Agriculture)
Optometry
Physics
Public Health
Social Welfare

Affiliated Libraries
The UC Expediter located in the Main Library Interlibrary Loan Unit retrieves, lends and photocopies material from the following campus libraries under the provisions of the Intercampus Loan Code.

Asian American Studies Library
Chicano Studies Library
Giannini Foundation of Agricultural Economics Library
Institute of Governmental Studies Library
Institute of Industrial Relations Library

Appendix B (contd.)

Berkeley

Affiliated Libraries (cont.)
Institute of International Studies Library
Institute of Transportation Studies Library
Law Library
Lawrence Berkeley Laboratory Library
Native American Studies Library
Water Resources Center Archives

Davis

Main

Branch Libraries
Health Sciences
Physical Sciences
Sacramento Medical Center

Irvine

Main

Branch Libraries
Biological Sciences
Biomedical Sciences
Medical Center
Physical Sciences

Los Angeles

Main (University Research Library)

Branch Libraries
Architecture and Urban Planning
Art
Biomedical
Chemistry
Clark Memorial
College
Education and Psychology
Engineering and Mathematical Sciences
English Reading Room
Geology-Geophysics
Law
Management
Map

Appendix B (contd.)

Los Angeles

Branch Libraries (cont.)
Music
Oriental
Physics
University Elementary School

Riverside

Main

Branch Libraries
Bio-Agriculture
Physical Science

San Diego

Biomedical
~~Cluster~~ Undergraduate
International Relations/Pacific Studies ~~Library~~ (New ILL Unit/1990)
Science and Engineering
Scripps Institution of Oceanography
~~University Hospital~~ Medical Center Library

San Francisco

Main

Santa Barbara

Main

Branch Libraries
Arts

Santa Cruz

Main

Branch Libraries
Science

Northern Regional Library Facility

Southern Regional Library Facility

Appendix C

Unaffiliated Libraries of the University of California

The libraries listed below are not part of the general library system of the University and do not share in the Intercampus Exchange Fund. They voluntarily adhere to the provisions of the UC Intercampus Loan Code and accept loan requests from UC libraries.

LOCATION

Berkeley

Earthquake Engineering Library (Richmond Field Station)
Lawrence Berkeley Laboratory Library

Davis

Law

San Francisco

Langley Porter Neuropsychiatric Institute

Hastings College of Law Library

II. A. UC ILL PHONE NUMBER LIST

Campus	Unit Head	Borrowing Contact	Lending Contact
BERKELEY	Vivienne Roumani (IBS) (415) 642-7366 ATSS: 582-7366	Jo Lynn Milardovich (415) 643-6152 ATSS: 583-6152	
	Lynne Palmer (ILL) (415) 643-6151 ATSS: 583-6151		David Kessler (415) 642-6956 ATSS: 582-6956
DAVIS	Mary Helen Moreno (916) 752-1090 ATSS: 477-1090	Raleigh Elliott (916) 752-2251 ATSS: 477-2251	Agnes Sue Chow (916) 752-2256 ATSS: 477-2256
Bodega Marine Laboratory	Eleanor S. Uhlinger (707) 875-2015 ATSS: N/A	Eleanor S. Uhlinger (707) 875-2015 ATSS: N/A	Eleanor S. Uhlinger (707) 875-2015 ATSS: N/A
Health Sciences Library	Chris Dechoretz (916) 752-6379 ATSS: 477-6379	Maureen Maslan (916) 752-6379 ATSS: 477-6379	Edith Kahoalli (916) 752-6379 ATSS: 477-6379
Law Library	Silvia Gonzalez (916) 752-3340 ATSS: 477-3340	Rosemary DiClementine (916) 752-3327 ATSS: 477-3327	Rosemary DiClementine (916) 752-3327 ATSS: 477-3327
Medical Center Library	Terri Malmgren (916) 453-3529 ATSS: 494-3529	Minnie Clopton (916) 453-3529 ATSS: 494-3529	Minnie Clopton (916) 453-3529 ATSS: 494-3529
HASTINGS COLLEGE OF THE LAW	Dan Tayson (415) 565-4751 ATSS: N/A	Ann Sinfield (415) 565-4768 ATSS: N/A	Ann Sinfield (415) 565-4768 ATSS: N/A
IRVINE	vacant as of 7-90 (714) 856-6839 ATSS: 687-6839	Lavina Blossom (714) 856-4305 ATSS: 687-4305	Pat Staump (714) 856-4305 ATSS: 687-4305
Biomedical Library	Laura Uhe (714) 856-6934 ATSS: 687-6934	Laura Uhe (714) 856-6934 ATSS: 687-6934	Laura Uhe (714) 856-6934 ATSS: 687-6934
Medical Center Library	Jody Oppelt (714) 634-5581 ATSS: 696-5581	Jody Oppelt (714) 634-5581 ATSS: 696-5581	Jody Oppelt (714) 634-5581 ATSS: 696-5581
LOS ANGELES	Kaarina Tienhaara (213) 206-1223 ATSS: 726-1223	Christine Coleman (213) 825-1733 ATSS: 725-1733	Christine Coleman (213) 825-1733 ATSS: 725-1733
Biomedical Library	Jessye L. Randle (213) 825-4055 ATSS: 725-4055	Lisa M. Paris (213) 825-4055 ATSS: 725-4055	Jessye L. Randle (213) 825-4055 ATSS: 725-4055
Law Library	Jan Goldsmith (213) 825-3690/825-6764 ATSS: 725-3960/725-6764	Cheryl Dooley Jan Goldsmith (213) 825-3960 ATSS: 725-3960	Cheryl Dooley Jan Goldsmith (213) 825-3960 ATSS: 725-3960
Physical Sciences and Technology Libraries	Sara Shatford Layne (213) 825-3646 ATSS: 725-3646	Jim Williams (213) 825-3646 ATSS: 725-3646	Jim Williams (213) 825-3646 ATSS: 725-3646

II.A. UC ILL PHONE NUMBER LIST

Campus	Unit Head	Borrowing Contact	Lending Contact
RIVERSIDE	Venita Jorgensen (714) 787-3234 ATSS: 651-3234	Janet Moores (714) 787-3234 ATSS: 651-3234	Claudia Beeler-Smith (714) 787-3234 ATSS: 651-3234
Bio-Agricultural Library	Sandra Eberhard (714) 787-3238 ATSS: 651-3238	Sandra Eberhard (714) 787-3238 ATSS: 651-3238	Denise Sawatzky (714) 787-3238 ATSS: 651-3238
SAN DIEGO	Lydia Ybarra (619) 534-5299 ATSS: N/A	Brad Altman (619) 534-2528 ATSS: N/A	Jon Omega (619) 534-2528 ATSS: N/A
Biomedical Library	Amie Lee (619) 534-4779 ATSS: N/A	Amie Lee (619) 534-4779 ATSS: N/A	Amie Lee (619) 534-4779 ATSS: N/A
Center for Magnetic Recording	Jan Neumann (619) 534-6199 ATSS: N/A	Jan Neumann (619) 534-6199 ATSS: N/A	Jan Neumann (619) 534-6199 ATSS: N/A
International Relations/ Pacific Studies Library	Vincent Novoa (619) 534-7786 ATSS: N/A	Vincent Novoa (619) 534-7786 ATSS: N/A	Vincent Novoa (619) 534-7786 ATSS: N/A
Medical Center Library	Glen Sobeck (619) 543-6520 ATSS: N/A	Glen Sobeck (619) 543-6520 ATSS: N/A	Glen Sobeck (619) 543-6520 ATSS: N/A
Science and Engineering Library	Richard Ellis (619) 534-1218 ATSS: N/A	Richard Ellis (619) 534-1218 ATSS: N/A	Donald Stuber (619) 534-1219 ATSS: N/A
Scripps Institution of Oceanography	Valerie A. Quate (619) 534-1232 ~~ATSS: 534-1232~~	Valerie A. Quate (619) 534-1232 ~~ATSS: 534-1232~~	Valerie A. Quate (619) 534-1232 ~~ATSS: 534-1232~~
SAN FRANCISCO	Azar Khatibi (IBS) Luis Perez (ILL) (415) 476-8383 ATSS: 592-8383	Azar Khatibi (415) 476-8383 ATSS: 592-8383	Luis Perez (415) 476-8383 ATSS: 592-8383
Langley Porter Psychiatric Inst.	Lisa Dunkel (415) 476-7380 ATSS: N/A	C. Avila (415) 476-7380 ATSS: N/A	C. Avila (415) 476-7380 ATSS: N/A
SANTA BARBARA	Adan Griego (805) 961-3713 ATSS: 649-3713	Kitty Uthe (805) 961-3436 ATSS: 649-3436	Laurie Korner (805) 961-8067 ATSS: 649-8067
SANTA CRUZ	Alice Morrow (408) 459 -2234 ATSS: 529-2234	Margaret Peeples/ Alice Morrow (408) 459-2234 ATSS: 529-2234	Veronica Tiscareno/ Michele Hart (408) 459-4615 ATSS: 529-4615
NORTHERN REGIONAL LIBRARY FACILITY	Kay Loughman (415) 642-6233 ATSS: 582-6233	N/A	Kevin Burke (415) 642-6233 ATSS: 582-6233
SOUTHERN REGIONAL LIBRARY FACILITY	Claire Q. Bellanti / Colleen Carlton (213) 206-2012/2010 ATSS: N/A	N/A	Bob Freel (213) 206-2013 ATSS: N/A

II.B. UC ILL TELEFACSIMILE PHONE NUMBER LIST

CAMPUS	FAX NUMBER	LIAISON	PHONE NUMBER
UC BERKELEY ILL	(415) 643-8476	David Kessler	(415) 642-6956
UC DAVIS ILL (Shields)	(916) 752-7815	Agnes Sue Chow	(916) 752-2256
Bodega Marine Lab.	(707) 875-2089	Eleanor Uhlinger	(707) 875-2015
Health Sciences ILL	(916) 752-4718	Chris Dechoretz	(916) 752-6379
Law Library	(916) 752-8766	Rosemary DiClementine	(916) 752-3327
Medical Center Library ILL	(916) 734-7418	Minnie Clopton	(916) 734-3529
UC HASTINGS ILL	(415) 621-4859	Ann Sinfield	(415) 565-4827
UC IRVINE ILL (Gen'l)	(714) 856-8095		(714) 856-6839
Biomedical Library	(714) 856-7909	Laura Uhe	(714) 856-6934
Medical Center Library	(714) 634-9252		(714) 634-5581
UC LOS ANGELES-URL ILL	(213) 825-4139	Christine Coleman	(213) 825-1733
Biomedical Library	(213) 206-8675	Jessye Randle	(213) 825-4055
Law Library	(213) 206-3680	Jan Goldsmith	(213) 825-3960 or 825-6764
Phys. Sci. & Tech. Libs.	(213) 206-3908	Jim Williams	(213) 825-3646
UC RIVERSIDE ILL	(714) 787-3285	Diana Lightfeldt	(714) 787-3587
Bio-Agricultural Library	(714) 787-3285	N/A	
UC SAN DIEGO ILL	(619) 534-4970	Lydia Ybarra	(619) 534-2528
Biomed. & Med. Library	(619) 534-1202	Amie Lee	(619) 534-4779
CMRR Library	(619) 534-2720	Dawn Talbot	(619) 534-6213
Int'l. Rel./Pac. Stu. Library	(619) 534-8526	Vincent Novoa	(619) 534-7786
Science & Engineering	(619) 534-5583	Richard Ellis	(619) 534-1219
Scripps Institution	(619) 534-5269	Valerie Quate	(619) 534-1232
UC SAN FRANCISCO ILL	(415) 476-7940	Candice Pon	(415) 476-8128
Langley Porter Psych. Inst.	N/A		
UC SANTA BARBARA ILL	(805) 961-4676	Kitty Uthe	(805) 961-3436
UC SANTA CRUZ ILL	(408) 459-3354	Alice Morrow	(408) 459-2234
NRLF	(415) 233-0455	Kay Loughman	(415) 642-6233
SRLF	(213) 206-5074	Bob Freel	(213) 206-2013

II.C. UC ILL OCLC CODES: ALPHABETICAL BY NAME

ILL UNIT	OCLC CODE
UNIVERSITY OF CALIFORNIA AT BERKELEY - Library	CUY
UNIVERSITY OF CALIFORNIA AT DAVIS - Shields Library	N/A
Bodega Marine Laboratory	N/A
Health Sciences Library	CUX
Law Library	N/A
Medical Center Library	N/A
UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW	CUH
UNIVERSITY OF CALIFORNIA AT IRVINE - General Library	CUI
Biomedical Library	CIM
Medical Center	CIM
UNIVERSITY OF CALIFORNIA AT LOS ANGELES - Research Library	CLU
Biomedical Library	CLU
Law Library	CLU
Physical Sciences and Technology Libraries	CLU
UNIVERSITY OF CALIFORNIA AT RIVERSIDE- Rivera Library	CRU
Bio-Agricultural Library	CRU
UNIVERSITY OF CALIFORNIA AT SAN DIEGO - Central Library	CUS
Biomedical Library	CUS
Center for Magnetic Recording and Research	CUS
International Relations/Pacific Studies Library	CUS
Medical Center Library	N/A
Science and Engineering Library	CUS
Scripps Institution of Oceanography	CUS
UNIVERSITY OF CALIFORNIA AT SAN FRANCISCO - Library	CUN
Langley Porter Psychiatric Institute	N/A
UNIVERSITY OF CALIFORNIA AT SANTA BARBARA	CUT
UNIVERSITY OF CALIFORNIA AT SANTA CRUZ	CUZ
NORTHERN REGIONAL LIBRARY FACILITY	N/A
SOUTHERN REGIONAL LIBRARY FACILITY	N/A

II.D. UC ILL OCLC CODES: ALPHABETICAL BY CODE

OCLC CODE	ILL UNIT
CIM	University of California at Irvine Biomedical Center Medical Center
CLU	University of California at Los Angeles Research Library (Main) Biomedical Library Law Library Physical Science and Technology Libraries
CRU	University of California at Riverside Rivera Library Bio-Agricultural Library
CUH	University of California Hastings College of the Law
CUI	University of California at Irvine - General Library
CUN N/A	University of California at San Francisco Langley Porter Psychiatric Institute
CUS	University of California at San Diego Central Library Biomedical Library & Medical Center Library Center for Magnetic Recording and Research International Relations/Pacific Studies Library Science and Engineering Library Scripps Instn. of Oceanography
CUT	University of California at Santa Barbara
CUX	University of California at Davis Health Sciences Library
CUY	University of California at Berkeley
CUZ	University of California at Santa Cruz

II.E. UC ILL ONTYME CODES: ALPHABETICAL BY NAME

ILL UNIT	ONTYME CODE
UNIVERSITY OF CALIFORNIA AT BERKELEY	UCBCU
UNIVERSITY OF CALIFORNIA AT DAVIS	UCDL
Bodega Marine Laboratory	UCDBML
Health Sciences Library	UCDHSL
Law Library	N/A
Medical Center Library	UCDMCL
UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW	N/A
UNIVERSITY OF CALIFORNIA AT IRVINE	CUI
Biomedical Library	UCIBML
Medical Center	UCIMCL
UNIVERSITY OF CALIFORNIA AT LOS ANGELES	CLU
Biomedical Library	UCLABIOMED
Law Library	N/A
Physical Sciences and Technology Libraries	N/A
UNIVERSITY OF CALIFORNIA AT RIVERSIDE	UCRGL/ILL
Bio-Agricultural Library	UCRSCI/ILL
UNIVERSITY OF CALIFORNIA AT SAN DIEGO	UCSD/CUL
Biomedical Library	UCSD/BML
Center for Magnetic Recording and Research	UCSD/CMRR
International Relations/Pacific Studies Library	N/A
Medical Center Library	UCSD/MCL
Science and Engineering Library	UCSD/SEL
Scripps Institution of Oceanography	UCSD/SIOL
UNIVERSITY OF CALIFORNIA AT SAN FRANCISCO	UCSFL
Langley Porter Psychiatric Institute	N/A
UNIVERSITY OF CALIFORNIA AT SANTA BARBARA	N/A
UNIVERSITY OF CALIFORNIA AT SANTA CRUZ	UCSC/ILL
NORTHERN REGIONAL LIBRARY FACILITY	UCNRLF
SOUTHERN REGIONAL LIBRARY FACILITY	UCSRLF

II.F. UC ILL ONTYME CODES: ALPHABETICAL BY CODE

ONTYME CODE	ILL UNIT
CLU	University of California at Los Angeles
CUI	University of California at Irvine
UCBCU	University of California at Berkeley
	University of California at Davis
UCDBML	Bodega Marine Library
UCDHSL	Health Sciences Library
UCDL	Shields Library
UCDMCL	Medical Center Library
	University of California at Irvine
UCIBML	Biomedical Library
UCIMCL	Medical Center
	University of California at Los Angeles
UCLABIOMED	Biomedical Library
UCNRLF	Northern Regional Library Facility
	University of California at Riverside
UCRGL/ILL	Rivera Library
UCRSCI/ILL	Bio-Agricultural Library
	University of California at San Diego
UCSD/BML	Biomedical Library
UCSD/CMRR	Center for Magnetic Recording & Research
UCSD/CUL	Central Library
N/A	International Relations/Pacific Studies Library
UCSD/MCL	Medical Center Library
UCSD/SEL	Science and Engineering Library
UCSD/SIOL	Scripps Instn. of Oceanography
UCSC/ILL	University of California at Santa Cruz
UCSFL	University of California at San Francisco
UCSRLF	Southern Regional Library Facility

II.G. CAMPUS NAME: UNIVERSITY OF CALIFORNIA AT BERKELEY

ILL UNIT

Interlibrary Borrowing Service
303 Library
University of California
Berkeley, CA 94720

UNIT HEAD:
Vivienne Roumani
(415) 642-7366
ATSS: 582-7366

Interlibrary Lending Service
307 Library
University of California
Berkeley, CA 94720

Lynne Palmer
(415) 643-6151
ATSS: 583-6151

BORROWING CONTACT:
Jo Lynn Milardovich
(415) 643-6152
ATSS: 583-6152

LENDING CONTACT:
David Kessler
(415) 642-6956
ATSS: 582-6956

NUC CODE: CU
OCLC CODE: CUY
RLIN CODE: CUBG
ONTYME CODE: UCBCU
OTHER CODE/S: N/A

FAX: (415) 643-8476

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period varies 1-3 weeks. Maximum of two renewals.

PERIODICALS: Some circulate, non-renewable.

DISSERTATIONS/THESES: Will loan if second copy available. Loan period 2 weeks, library use, no copying.

NON-CIRCULATING MATERIALS: Reference material; course reserves; newsprint; sound recordings and other A - V; Moffitt Library; Bancroft Library books, non-circ/ microforms okay.

OTHER: GTU locations listed on MELVYL as UCB do not participate in intercampus program: request directly from GTU.

II.G. CAMPUS NAME: UNIVERSITY OF CALIFORNIA AT DAVIS

ILL UNIT

Interlibrary Loan Service
Shields Library
University of California
Davis, CA 95616

BORROWING CONTACT:
Raleigh Elliott
(916) 752-2251
ATSS: 477-2251

UNIT HEAD:
Mary Helen Moreno
(916) 752-1090
ATSS: 477-1090

LENDING CONTACT:
Agnes Sue Chow
(916) 752-2256
ATSS: 477-2256

FAX: (916) 752-7815

NUC CODE: CU-A
OCLC CODE: N/A
RLIN CODE: CUDG
ONTYME CODE: UCDL

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS:

PERIODICALS: Non-circulating.

DISSERTATIONS/THESES: Will lend pre-1960 for 3 weeks. After 1960, will lend if second copy available. For 1979 +, free microfiche available.

NON-CIRCULATING MATERIAL: Reference, frequently consulted newspapers on microfilm, manuscripts, rare books, books on reserve.

OTHER: The borrowing library will be informed whenever material is to be used under supervision. Photocopying is allowed (by library copy service) within the limitations of copyright restrictions and the condition of the material, unless specifically restricted at the time loaned.

II.G. CAMPUS NAME: **UNIVERSITY OF CALIFORNIA AT DAVIS**
BODEGA MARINE LABORATORY

ILL UNIT

Library
UC Bodega Marine Laboratory
P.O. Box 247, Westside Road
University of California
Bodega Bay, CA 94923

BORROWING CONTACT:
Same as Unit Head

UNIT HEAD:
Eleanor S. Uhlinger
(707) 875-2015
ATSS: N/A

LENDING CONTACT:
Same as Unit Head

NUC CODE: N/A
OCLC CODE: N/A
RLIN CODE: N/A
ONTYME CODE: UCDBML
OTHER CODE/S:
UCDBML @ UCDAVIS.BITNET
UCDBML @ UCDAVIS.EDU

FAX: (707) 875-2089

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period varies 2-3 weeks use.

PERIODICALS: Non-circulating.

DISSERTATIONS/THESES: Loan period varies 2-3 weeks use.

NON-CIRCULATING MATERIALS: Student reports non-circulating, but copies will be provided upon request.

OTHER:

II.G. CAMPUS NAME: **UNIVERSITY OF CALIFORNIA AT DAVIS**
HEALTH SCIENCES LIBRARY

ILL UNIT

Interlibrary Loan Service
Health Sciences Library
University of California
Davis, CA 95616

BORROWING CONTACT:
Maureen Maslan
(916) 752-6379
ATSS: 477-6379

UNIT HEAD:
Chris Dechoretz
(916) 752-6379
ATSS: 477-6379

LENDING CONTACT:
Edith Kahoalli
(916) 752-6379
ATSS: 477-6379

NUC CODE: CUA-M
OCLC CODE: CUX
RLIN CODE: CUD-M
ONTYME CODE: UCDHSL
OTHER CODE/S: DOCLINE-95616B

FAX: (916) 752-4718

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period varies 1-2 weeks.

PERIODICALS: Generally non-cirulating, but requests reviewed on a case-by-case basis. Loan period 1 week.

DISSERTATIONS/THESES: Request from Shields Library, UC Davis.

NON-CIRCULATING MATERIALS: Reference, special collections, periodicals.

OTHER: For microform to paper copies: up to 10 copies free, then $.25 per exposure.

II.G. CAMPUS NAME: UNIVERSITY OF CALIFORNIA AT DAVIS LAW LIBRARY

ILL UNIT

Interlibrary Loans
Law Library
University of California
Davis, CA 95616

BORROWING CONTACT:
Rosemary DiClementine
(916) 752-3327
ATSS: 477-3327

UNIT HEAD:
Silvia Gonzalez
(916) 752-3340
ATSS: 477-3340

LENDING CONTACT:
Same as Borrowing Contact

NUC CODE: N/A
OCLC CODE: N/A
RLIN CODE: CUDL
ONTYME CODE: N/A
OTHER CODE/S: N/A

FAX: (916) 752-8766

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period 1 week.

PERIODICALS: Non-circulating.

DISSERTATIONS/THESES: Not in collection; if there are any, same lending policy as other books.

NON-CIRCULATING MATERIALS: In most cases, the following do not circulate:
- periodicals
- looseleaf material
- codes
- reporters
- reserve books

OTHER:

II.G. CAMPUS NAME: UNIVERSITY OF CALIFORNIA AT DAVIS MEDICAL CENTER LIBRARY

ILL UNIT

UCDMC Library
4301 X Street, Room 1005
University of California
Sacramento, CA 95817

BORROWING CONTACT:
Minnie Clopton
(916) 734-3529
ATSS: N/A

UNIT HEAD:
Terri Malmgren
(916) 734-3529
ATSS: N/A

LENDING CONTACT:
Same as Borrowing Contact

NUC CODE: N/A
OCLC CODE: N/A
RLIN CODE: N/A
ONTYME CODE: UCDMCL
OTHER CODE/S: DOCLINE 95817B

FAX: (916) 734-7418

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period 2 weeks. Renewable unless specificed otherwise.

PERIODICALS: Normally non-circulating, however, will loan on exception basis. Loan period one week.

DISSERTATIONS/THESES: No dissertations, theses in UCDMC Library.

NON-CIRCULATING MATERIALS:

OTHER: Audiovisuals loan period one week. Renewal information sent with materials.

II.G. CAMPUS NAME: UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW

ILL UNIT

ILL/Hastings College of Law Library
200 McAllister Street
San Francisco, CA 94102

BORROWING CONTACT:
Ann Sinfield
(415) 565-4827
ATSS: N/A

UNIT HEAD:
Dan Tayson
(415) 565-4768
ATSS: N/A

LENDING CONTACT:
Same as Borrowing Contact

NUC CODE: CSfH
OCLC CODE: CUH
RLIN CODE: N/A
ONTYME CODE: N/A
OTHER CODE/S: N/A

FAX: (415) 621-4859

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period 4 weeks, renewable.

PERIODICALS: Non-circulating.

DISSERTATIONS/THESES: Loan period 4 weeks, renewable.

NON-CIRCULATING MATERIALS: Reporters, codes, looseleafs, multi-volume sets, reserve materials, microforms.

OTHER:

II.G. CAMPUS NAME: UNIVERSITY OF CALIFORNIA AT IRVINE

ILL UNIT

ILL-Main Library
P.O. Box 19557
University of California
Irvine, CA 92713

BORROWING CONTACT:
Same as Unit Head
(714) 856-4305
ATSS: 687-4305

UNIT HEAD:
Vacant as of 6-90
(714) 856-6839
ATSS: 687-6839

LENDING CONTACT:
Pat Staump
(714) 856-4305
ATSS: 687-4305

FAX: (714) 856-8095

NUC CODE:	CU-I
OCLC CODE:	CUI
RLIN CODE:	N/A
ONTYME CODE:	CUI
OTHER CODE/S:	N/A

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period 3 weeks. Automatically renewable up to quarter loan date given on paperwork. All books subject to recall.

PERIODICALS: Loan period for bound periodicals published within the last 5 years from the Main and Physical Sciences Libraries is 2 weeks, non-renewable, library use. Unbound periodicals and periodicals held at BIOLOGICAL SCIENCES branch are non-circulating.

DISSERTATIONS/THESES: Loan period 3 weeks.

NON-CIRCULATING MATERIALS:
Newspapers on microfilm for the current two years
Unbound periodicals
Reference materials
Special collections materials
Audio-visual materials
Periodicals held at our BIOLOGICAL SCIENCES Branch

OTHER: The Main Library ILL Unit also handles requests for materials held at the Physical Sciences Library, and will provide photocopy of articles for periodicals held in the BIOLOGICAL SCIENCES Library. NOTE: Requests for BIOMEDICAL Library material (OCLC CODE CIM) must be sent directly to the Biomedical Library ILL Unit in order to be filled.

II.G. CAMPUS NAME: UNIVERSITY OF CALIFORNIA AT IRVINE BIOMEDICAL LIBRARY

ILL UNIT

ILL-BIOMEDICAL LIBRARY
P.O. Box 19556
University of California
Irvine, CA 92713

BORROWING CONTACT:
Same as Unit Head

UNIT HEAD:
Laura Uhe
(714) 856-6934
ATSS: 687-6934

LENDING CONTACT:
Same as Unit Head

NUC CODE: CUI-M
OCLC CODE: CIM
RLIN CODE: N/A
ONTYME CODE: UCIBML
OTHER CODE/S: DOCLINE-92713B

FAX: (714) 856-7909

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period 3 weeks, renewable.

PERIODICALS: Loan period varies 1-2 weeks, non-renewable. Unbounds library use only.

DISSERTATIONS/THESES: N/A.

NON-CIRCULATING MATERIALS: Reference, reserve and audiovisual materials.

OTHER:

II.G. CAMPUS NAME: **UNIVERSITY OF CALIFORNIA AT IRVINE MEDICAL CENTER**

ILL UNIT

ILL - UCIMC
Medical Center Library
101 City Drive South
Orange, CA 92668

BORROWING CONTACT:
Same as Unit Head

UNIT HEAD:
Susan Russell (Acting Head)
(714) 634-5581
ATSS: 696-5581

LENDING CONTACT:
Same as Unit Head

NUC CODE: CUI-M
OCLC CODE: CIM
RLIN CODE: N/A
ONTYME CODE: UCIMCL
OTHER CODE/S: DOCLINE-92668b

FAX: (714) 634-9252

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period 3 weeks, renewable.

PERIODICALS: Loan period varies 1-2 weeks, non-renewable.

DISSERTATIONS/THESES: N/A.

NON-CIRCULATING MATERIALS: Audiovisuals, reference and reserve materials.

OTHER:

II.G. CAMPUS NAME: **UNIVERSITY OF CALIFORNIA AT LOS ANGELES**

ILL UNIT

ILL-Reference Department
University Research Library
University of California
Los Angeles, CA 90024

BORROWING CONTACT:
Christine Coleman
(213) 825-1733
ATSS: 725-1733

UNIT HEAD:
Kaarina Tienhaara
(213) 206-1223
ATSS: 726-1223

LENDING CONTACT:
Jennifer Lee
(213) 825-1263
ATSS: 725-1263

FAX: (213) 825-4139

NUC CODE: CLU
OCLC CODE: CLU
RLIN CODE: N/A
ONTYME CODE: CLU
OTHER CODE/S: N/A

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: URL books - loan period 4 weeks. Branch books - loan period 3 weeks (For list of branches see "Other" below). Art books - loan period 1 week, non-renewable, library use, FOR SOUTHERN UC's ONLY. Ed/P microfilm - loan period 1 week, non-renewable.

PERIODICALS: URL bound periodicals loan period 1 week, non-renewable. Unbounds and branch journals non-circulating.

NON-CIRCULATING MATERIALS:

Reserve
Reference
Audio-visual materials
College Library microform
LA Times,NY Times, Calif. Eagle
University Elementary School
U.N. Documents
GSM microform
Clark Library
Newspaper Stacks (newsprint)
Theater Arts Library
Map Library allows ILL to U.C. faculty only
Art Belt/Art Cage

DISSERTATIONS/THESES: URL-loan period 4 weeks, no copying. Branch dissertations-loan period 3 weeks.

OTHER: URL processes ILL's for URL, College, Art, Music, Ed-Psych, English Reading Room, Management, Map, Spec. Collections, Theater Arts, University Elementary School, Architecture, and Oriental. Art and Spec. Coll. library use only. Spec. Coll. materials must be returned with protective wrapping and hand-delivered to the Spec. Coll. Dept. by the UC driver.

II.G. CAMPUS NAME: **UNIVERSITY OF CALIFORNIA AT LOS ANGELES BIOMEDICAL LIBRARY**

ILL UNIT

UCLA Biomedical Library-ILL
Center for the Health Sciences
10833 Le Conte Ave.
Los Angeles, CA 90024-1798

BORROWING CONTACT:
Lisa M. Paris
(213) 825-4055
ATSS: 725-4055

UNIT HEAD:
Jessye L. Randle
(213) 825-4055
ATSS: 725-4055

LENDING CONTACT:
Same as Unit Head

NUC CODE: CLU-M
OCLC CODE: CLU
RLIN CODE: N/A
ONTYME CODE: UCLABIOMED
OTHER CODE/S: DOCLINE-90024D

FAX: (213) 206-8675

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period 2 weeks, renewable, unless stamped otherwise.

PERIODICALS: Bound periodicals published 1980+ and unbound periodicals are non-circulating.

DISSERTATIONS/THESES: Loan period 2 weeks, library use only.

NON-CIRCULATING MATERIALS: RARE and reference books.

OTHER: Biomed does its own borrowing and lending. Requests for Medical/Health Sciences should be sent directly.

II.G. CAMPUS NAME: **UNIVERSITY OF CALIFORNIA AT LOS ANGELES LAW LIBRARY**

ILL UNIT

ILL-UCLA LAW LIBRARY
405 Hilgard
Los Angeles, CA 90024

BORROWING CONTACT:
Cheryl Dooley/Jan Goldsmith
(213) 825-3960/825-6764
ATSS: 725-3960

UNIT HEAD:
Jan Goldsmith
(213) 825-3960/825-6764
ATSS: 725-3960/725-6764

LENDING CONTACT:
Same as Borrowing Contacts

NUC CODE: CLU-L
OCLC CODE: CLU
RLIN CODE: N/A
ONTYME CODE: N/A
OTHER CODE/S: N/A

FAX: (213) 206-3680

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period 4 weeks, renewable unless needed locally.

PERIODICALS: Non-circulating.

DISSERTATIONS/THESES: Loan period 4 weeks, renewable.

NON-CIRCULATING MATERIALS: Primary law materials (i.e. cases, statutes), looseleaf format materials, rare books.

OTHER: Material will be lent for one month, renewable. Two weeks for microforms and government documents.

II.G. CAMPUS NAME: **UNIVERSITY OF CALIFORNIA AT LOS ANGELES**
PHYSICAL SCIENCES AND TECHNOLOGY LIBRARIES

ILL UNIT

ILL-Physical Sciences &
Technology Libraries
8251 Boelter Hall
405 Hilgard Ave.
University of California
Los Angeles, CA 90024-1598

BORROWING CONTACT:
Jim Williams
(213) 825-3646
ATSS: 725-3646

UNIT HEAD:
Sara Shatford Layne
(213) 825-3646
ATSS: 725-3646

LENDING CONTACT:
Same as Borrowing Contact

NUC CODE: CLU-P
OCLC CODE: CLU
RLIN CODE: N/A
ONTYME CODE: N/A
OTHER CODE/S: B I T N E T - ecz5lll@uclamvs

FAX: (213) 206-3908

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period 3 weeks. Non-renewable.

PERIODICALS: All periodicals are non-circulating, except with special permission.

DISSERTATIONS/THESES: Loan period 3 weeks if there is a circulating copy.

NON-CIRCULATING MATERIALS:

OTHER: Please list CLU twice when making OCLC requests.

II.G. CAMPUS NAME: UNIVERSITY OF CALIFORNIA AT RIVERSIDE

ILL UNIT

ILL-Rivera Library
P.O. Box 5900
University of California
Riverside, CA 92517

BORROWING CONTACT:
Janet Moores
(714) 787-3234
ATSS: 651-3234

UNIT HEAD:
Venita Jorgensen
(714) 787-3234
ATSS: 651-3234

LENDING CONTACT:
Claudia Beeler-Smith
(714) 787-3234
ATSS: 651-3234

FAX: (714) 787-3285

NUC CODE: CU-Riv
OCLC CODE: CRU
RLIN CODE: N/A
ONTYME CODE: UCRGL/ILL
OTHER CODE/S: N/A

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period 3 weeks.

PERIODICALS: Bound, 2 weeks; unbound, 1 week - library use only. Renewable. The most current unbound issue of a journal is non-circulating.

DISSERTATIONS/THESES: Will lend if second copy available. No copying. Loan period 3 weeks, renewable.

NON-CIRCULATING MATERIALS: Some reference material (at the discretion of Reference Librarian).
Some Special Collections material (at the discretion of Special Collections Librarian) - library use, no copying, renewable.
Some Music Library material (collected editions, monuments and facsimiles, records, and reference materials)
All video material (except UC Mexus).

OTHER: Art Cage Material: Library use only, non-renewable.
Microform: Loan period 4 weeks, renewable.
Newspapers on Microform: Loan period 4 weeks, renewable.
Government documents: Loan period three weeks, renewable.
Juvenile books: Loan period two weeks, renewable.

II.G. CAMPUS NAME: UNIVERSITY OF CALIFORNIA AT RIVERSIDE
BIO-AGRICULTURAL LIBRARY

ILL UNIT

Sciences ILL
Bio-Agricultural Library
University of California
Riverside, CA 92521

BORROWING CONTACT:
Same as Unit Head

UNIT HEAD:
Sandra Eberhard
(714) 787-3238
ATSS: 651-3238

LENDING CONTACT:
Denice Sawatzky
(714) 787-3238
ATSS: 651-3238

NUC CODE: CU-RivP (Phys Sci Library)
CU-RivA (Bio-Ag Library)
OCLC CODE: CRU
RLIN CODE: N/A
ONTYME CODE: UCRSCI/ILL
OTHER CODE/S: N/A

FAX: (714) 787-3285
(located in Rivera Library Receiving)

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period 2 weeks, renewable if no holds.

PERIODICALS: Will lend bound periodicals older than five years for 1 week. Will not lend bound periodicals of the last five years. Do not lend unbound periodicals.

DISSERTATIONS/THESES: Will lend second copy only. Loan period 2 weeks, renewable if no hold. No copying unless request is accompanied by author's written permission.

NON-CIRCULATING MATERIALS:

OTHER: Sciences ILL serves both the Bio-Agricultural and Physical Sciences Libraries.

Will lend microform, but not more than 4 reels of microfilm.
Will lend government documents, loan period 2 weeks.

II.G. CAMPUS NAME: UNIVERSITY OF CALIFORNIA AT SAN DIEGO

ILL UNIT

ILL-Central University Lib.
C-075-U
University of California
La Jolla, CA 92093

BORROWING CONTACT:
Brad Altman
(619) 534-2528
ATSS: N/A

UNIT HEAD:
Lydia Ybarra
(619) 534-5299
ATSS: N/A

LENDING CONTACT:
Jon Omega
(619) 534-2528
ATSS: N/A

FAX: (619) 534-4970

NUC CODE:	CU-S
OCLC CODE:	CUS
RLIN CODE:	CUSG
ONTYME CODE:	UCSD/CUL
OTHER CODE/S:	N/A

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period 4 weeks, renewable.

PERIODICALS: Bound journals sometimes loaned; unbound journals non-circulating.

DISSERTATIONS/THESES: Loaned if circulating copy available. Loan period four weeks, renewable.

NON-CIRCULATING MATERIALS: Special Collection, except by permission of Special Collection Librarian; newspapers; recordings; reference.

OTHER: Microforms library use only.

II.G. CAMPUS NAME: **UNIVERSITY OF CALIFORNIA AT SAN DIEGO BIOMEDICAL LIBRARY**

ILL UNIT

ILL/Biomedical Library
C-075-B
University of California
La Jolla, CA 92093

BORROWING CONTACT:
Same as Unit Head

UNIT HEAD:
Amie Lee
(619) 534-4779
ATSS: N/A

LENDING CONTACT:
Same as Unit Head

NUC CODE: CU-SM
OCLC CODE: CUS
RLIN CODE: N/A
ONTYME CODE: UCSD/BML
OTHER CODE/S: N/A

FAX: (619) 534-1202

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Four week loan period.

PERIODICALS: Periodicals only lent on occasion. Two week loan period.

DISSERTATIONS/THESES: Will loan biology dissertations, loan period 4 weeks, renewable. Medical school dissertations non-circulating.

NON-CIRCULATING MATERIALS: Journals, Reference, Reserve, Historical Collection.

OTHER:

II.G. CAMPUS NAME: **UNIVERSITY OF CALIFORNIA AT SAN DIEGO**
CENTER FOR MAGNETIC RECORDING RESEARCH

ILL UNIT

Information Center, R-001
Center for Magnetic Recording Research
University of California,SD
La Jolla, CA 92093

BORROWING CONTACT:
Same as Unit Head

UNIT HEAD:
Jan Neumann
(619) 534-6199
ATSS: N/A

LENDING CONTACT:
Same as Unit Head

NUC CODE: N/A
OCLC CODE: CUS
RLIN CODE: N/A
ONTYME CODE: UCSD/CMRR
OTHER CODE/S: N/A

FAX: (619) 534-2720

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS:

PERIODICALS: Non-circulating.

DISSERTATIONS/THESES: Circulate.

NON-CIRCULATING MATERIALS: Reference Collection.

OTHER:

II.G. CAMPUS NAME: UNIVERSITY OF CALIFORNIA AT SAN DIEGO INTERNATIONAL RELATIONS/PACIFIC STUDIES LIBRARY

ILL OFFICE

ILL-International Relations/Pacific Studies Library
C-075-W
University of California
La Jolla, CA 92093-0175

BORROWING CONTACT:
Same as Unit Head

UNIT HEAD:
Vincent Novoa
(619) 534-7786
ATSS: N/A

LENDING CONTACT:
Same as Unit Head

NUC CODE: CUS
OCLC CODE: CUS
RLIN CODE: N/A
ONTYME CODE: N/A
OTHER CODE/S: N/A

FAX: (619) 534-8526

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES:

BOOKS: Loan Period 4 weeks, renewable.

PERIODICALS: Non-circulating.

DISSERTATIONS/THESES: Loan period 4 weeks, renewable.

NON-CIRCULATING MATERIALS: Periodicals, reference materials.

OTHER: Microforms library use only.

II.G. CAMPUS NAME: **UNIVERSITY OF CALIFORNIA AT SAN DIEGO MEDICAL CENTER LIBRARY**

ILL UNIT

ILL/Medical Center Library
225 Dickinson Street
University of California
San Diego, CA 92103

BORROWING CONTACT:
Same as Unit Head

UNIT HEAD:
Glen Sobeck
(619) 543-6520
ATSS: N/A

LENDING CONTACT:
Same as Unit Head

NUC CODE: N/A
OCLC CODE: N/A
RLIN CODE: N/A
ONTYME CODE: UCSDMCL
OTHER CODE/S: DOCLINE-92103C

FAX: N/A

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period 4 weeks, 1 renewal.

PERIODICALS: Non-circulating.

DISSERTATIONS/THESES: Library does not carry.

NON-CIRCULATING MATERIALS:

OTHER:

II.G. CAMPUS NAME: **UNIVERSITY OF CALIFORNIA AT SAN DIEGO SCIENCE AND ENGINEERING LIBRARY**

ILL UNIT

ILL/Science & Engi. Library
C-075-E
University of California
La Jolla, CA 92093

BORROWING CONTACT:
Same as Unit Head

UNIT HEAD:
Richard Ellis
(619) 534-1219
ATSS: N/A

LENDING CONTACT:
Stacey Abernathy
(619) 534-1219
ATSS: N/A

NUC CODE: CU-S
OCLC CODE: CUS
RLIN CODE: N/A
ONTYME CODE: UCSD/SEL
OTHER CODE/S: N/A

FAX: (619) 534-5583

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period 4 weeks, renewable.

PERIODICALS: Non-circulating.

DISSERTATIONS/THESES: Loan period 4 weeks, renewable.

NON-CIRCULATING MATERIALS: Periodicals, Reference materials.

OTHER:

II.G. CAMPUS NAME: **UNIVERSITY OF CALIFORNIA AT SAN DIEGO SCRIPPS INSTITUTION OF OCEANOGRAPHY**

ILL UNIT

Interlibrary Loan
Scripps Institution of Oceanography
Library C-075-C
University of California
La Jolla, CA 92093

BORROWING CONTACT:
Same as Unit Head

UNIT HEAD:
Valerie A. Quate
(619) 534-1232
ATSS: N/A

LENDING CONTACT:
Same as Unit Head

NUC CODE: CUS
OCLC CODE: CUS
RLIN CODE: N/A
ONTYME CODE: UCSD/SIOL
OTHER CODE/S: N/A

FAX: (619) 534-5269

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period 4 weeks, renewable.

PERIODICALS: Current journals only non-circulating.

DISSERTATIONS/THESES: Will loan if there is a second copy in the monograph collection; there usually is a second copy. Four weeks, renewable.

NON-CIRCULATING MATERIALS: Reference, Expedition Reports, Special Collections.

OTHER:

II.G. CAMPUS NAME: UNIVERSITY OF CALIFORNIA AT SAN FRANCISCO

ILL UNIT

ILL
Library, Box 0840
University of California
San Francisco, CA 94143-0840

BORROWING CONTACT:
Same as Unit Head

UNIT HEAD:
Azar Khatibi - Borrowing
Luis Perez - Lending
(415) 476-8383
ATSS: 592-8383

LENDING CONTACT:
Vacant as of 6-90

NUC CODE: CU-M
OCLC CODE: CUN
RLIN CODE: N/A
ONTYME CODE: UCSFL
OTHER CODE/S: DOCLINE94143B

FAX: (415) 476-7940

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period 2 weeks, non-renewable.

PERIODICALS: Loan period 1 week, non-renewable.

DISSERTATIONS/THESES: Will loan second copy when available. Second copy is usually microform. Loan period 2 weeks, non-renewable. No copying.

NON-CIRCULATING MATERIALS:

OTHER:

II.G. CAMPUS NAME: UNIVERSITY OF CALIFORNIA AT SAN FRANCISCO LANGLEY PORTER PSYCHIATRIC INSTITUTE

ILL UNIT

Langley Porter Psych. Inst.
ILL/Library Box LIB
401 Parnassus Ave.
University of California
San Francisco, CA 94143-0984

BORROWING CONTACT:
C. Avila
(415) 476-7380
ATSS: N/A

UNIT HEAD:
Lisa Dunkel
(415) 476-7380
ATSS: N/A

LENDING CONTACT:
Same as Borrowing Contact

NUC CODE: N/A
OCLC CODE: N/A
RLIN CODE: N/A
ONTYME CODE: N/A
OTHER CODE/S: N/A

FAX: N/A

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period 2 weeks.

PERIODICALS: Non-circulating.

DISSERTATIONS/THESES: N/A

NON-CIRCULATING MATERIALS: None.

OTHER: Lending of books and photocopying of periodicals will be done only if the material is not available at the UCSF library.

Please note:

The Langley Porter Library Collection will be assimilated with the new UCSF Library this Fall (Sept. 1990), and will therefore no longer offer ILL services.

II.G. CAMPUS NAME: **UNIVERSITY OF CALIFORNIA AT SANTA BARBARA**

ILL UNIT

Interlibrary Loans
Library
University of California
Santa Barbara, CA 93106

BORROWING CONTACT:
Kitty Uthe
(805) 961-3436
ATSS: 649-3436

UNIT HEAD:
Adan Griego
(805) 961-3713
ATSS: 649-3713

LENDING CONTACT:
Laurie Korner
(805) 961-8067
ATSS: 649-8067

NUC CODE: CU-SB (formerly CStbT)
OCLC CODE: CUT
RLIN CODE: CASX
ONTYME CODE: N/A
OTHER CODE/S: N/A

FAX: (805) 961-4676

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period 6 weeks.

PERIODICALS: Circulate.

DISSERTATIONS/THESES: Loan period 3 weeks, renewable. Library use only, no copying.

NON-CIRCULATING MATERIALS: Some reference and special collections materials do not circulate.

OTHER: The UCSB ILL unit notifies borrowing libraries on a case by case basis when borrowed material must be used under restricted conditions (some materials are for use in library only). Microfilm is not copied but may be sent. ILL closes between December 25th and January 1st.

II.G. CAMPUS NAME: UNIVERSITY OF CALIFORNIA AT SANTA CRUZ

ILL UNIT

Interlibrary Loan
University Library
University of California
Santa Cruz, CA 95064

BORROWING CONTACT:
Margaret Peeples/Alice Morrow
(408) 459-2234
ATSS: 529-2234

UNIT HEAD:
Alice Morrow
(408) 459-2234
ATSS: 529-2234

LENDING CONTACT:
Veronica Tiscareno/
Michele Hart
(408) 459-4615
ATSS: 529-4615

NUC CODE: CU-SC
OCLC CODE: CUZ
RLIN CODE: N/A
ONTYME CODE: UCSC/ILL
OTHER CODE/S: N/A

FAX: (408) 459-3354

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Loan period 3 weeks, 1 renewal.

PERIODICALS: Circulating: Humanities and Social Sciences five years or older, bound; 2 weeks, non-renewable. Non-circulating: Sciences periodicals; Humanities and Social Sciences last five years or unbound.

DISSERTATIONS/THESES: Will loan second copy when available. Loan period 3 weeks, non-renewable. Library use, no copying.

NON-CIRCULATING MATERIALS: Reference books, rare books, special publications, books on reserve, newspapers, all audio-visual materials and sound recordings, most (but not all) Special Collections materials.

OTHER: Microforms: Loan period 2 weeks, library use only. Government documents: U.S. and State - 2 weeks for both paper copy and m/fiche, non-renewable; Santa Cruz County documents 1 week, library use only, non-renewable.

II.G. CAMPUS NAME: NORTHERN REGIONAL LIBRARY FACILITY

ILL UNIT

Northern Regional Lib. Fac.
Richmond Field Sta.,Bld. 400
1301 South 46th Street
University of California
Richmond, CA 94804-4698

BORROWING CONTACT:
N/A

UNIT HEAD:
Kay Loughman
(415) 642-6233
ATSS: 582-6233

LENDING CONTACT:
Kevin Burke
(415) 642-6233
ATSS: 582-6233

FAX: (415) 233-0455

NUC CODE: N/A
OCLC CODE: N/A
RLIN CODE: N/A
ONTYME CODE: UCNRLF
OTHER CODE/S: DLA-WYLBUR-k12$rf

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: See Below

PERIODICALS: See Below

DISSERTATIONS/THESES: See Below

NON-CIRCULATING MATERIALS: Access to restricted materials is through the depositing library only.

OTHER: Items from regular collections circulate to all UC ILL units and to patrons holding a valid University of California library borrower's card.
Photocopy/Telefacsimile: Up to 50 pages photocopied, per request, supplied free to UC libraries. Telefacsimile (up to 25 pages per day, per library) sent free, and in preference to US Mail. More than 25 pages per day to any library sent by US Mail.

II.G. CAMPUS NAME: SOUTHERN REGIONAL LIBRARY FACILITY

ILL UNIT

Southern Regional Lib. Fac.
405 Hilgard Avenue
University of California
Los Angeles, CA 90024-1388

BORROWING CONTACT:
N/A

UNIT HEAD:
Director: Claire Q. Bellanti
Operations Manager: Colleen Carlton
(213) 206-2012/2010
ATSS: N/A

LENDING CONTACT:
Public Service Supervisor:
Bob Freel
(213) 206-2013
ATSS: N/A

NUC CODE: N/A
OCLC CODE: N/A
RLIN CODE: N/A
ONTYME CODE: UCSRLF
OTHER CODE/S:
BITNET:ESRLCIR@UCLAMVS
ORION E-MAIL (BEN): ESRLCIR

FAX: (213) 206-5074
(SRLF begins transmitting FAX requests at 2:00 p.m. each day)

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES

BOOKS: Materials are checked out to a borrowing library for an academic quarter. Borrowing libraries are obligated to follow any circulation restrictions when checking material out to an individual user.

PERIODICALS: See "Books" for loan policy. SRLF will FAX or photocopy Journal articles of up to 20 pages per request for UC faculty, staff, and students. If more than 20 pages are desired, SRLF will send the entire volume.

DISSERTATIONS/THESES: See "Books" for loan policy.

NON-CIRCULATING MATERIALS: Materials designated as non-circulating may be used ONLY in the library that originally deposited them. Inquire at that library to determine how to obtain access to such material.

OTHER: For the southern campuses, all requests received by noon, Monday through Friday, will be available for pick up after 2:00 p.m. For the northern campuses, materials will be sent out the same day via Northern Express or UPS. SRLF may send material via Federal Express if the borrowing library has an account and is willing to pay the charges. If a campus library is interested in obtaining an ORION searching/paging account, contact ORION User Services at (213) 825-7557.

UC ILL DIRECTORY UPDATE FORM

Fill in any additions, deletions, or changes below:

ILL OFFICE:

Library Name:
Address:

BORROWING CONTACT:
Name:
Phone:
ATSS:

UNIT HEAD:
Name:
Phone:
ATSS:

LENDING CONTACT:
Name:
Phone:
ATSS:

NUC CODE:
OCLC CODE:
RLIN CODE:
ONTYME CODE:
OTHER CODE/S:

FAX:

LOAN POLICY FOR MATERIAL SENT TO OTHER UC CAMPUSES:

BOOKS:

PERIODICALS:

DISSERTATIONS/THESES:

NON-CIRCULATING MATERIALS:

OTHER:

NAME AND PHONE NUMBER OF PERSON FILLING OUT THIS FORM:

Name _____ Phone # _____

Please return this form to:
Lynne Palmer
ILL 307 Library
University of California
Berkeley, CA 94720

INTERLIBRARY LOAN

0.0 CONTENTS

1.0 Definitions
2.0 Purpose
3.0 Scope
4.0 Policies for Borrowing Materials
5.0 Policies for Lending Materials
6.0 APPENDIX A: Charges for Photocopies
7.0 APPENDIX B: Interlibrary Borrowing Request

1.0 DEFINITIONS

An interlibrary loan is a transaction in which library materials, or copies of the materials, are made available by one library to another upon request.

2.0 PURPOSE

The purpose of interlibrary loan as defined in this policy is to obtain, for research and serious study, library material which is not owned by the University of Missouri-Columbia Libraries or which has been declared missing or is checked out and the patron does not respond to the call in, or has just been sent to Bindery, and to provide materials from the University Libraries to other libraries. Patrons may request any material listed in LUMIN from the other UM campuses and the Center for Research Libraries.

3.0 SCOPE

3.1 The University of Missouri-Columbia Libraries adhere to the guidelines of the American Library Association National Interlibrary Loan Code, 1980.

3.2 This interlibrary loan policy applies to Ellis Library and all branch libraries with the exclusion of the J. Otto Lottes Health Sciences Library and Veterinary Medical Library.

3.3 MU faculty, staff and students are eligible for interlibrary loans.

4.0 POLICIES FOR BORROWING MATERIALS

4.1 A loan or a copy of any material may be requested from another library in accordance with the published lending policy of that library. The lending library decides in each case whether a particular item can be provided.

4.2 MU faculty, staff and students may request items on interlibrary loan at the Ellis Reference Desk or in the appropriate branch library by filling out an interlibrary loan request form. Reference staff have responsibility for the initial verification of the requested item.

4.3 The University of Missouri-Columbia Libraries do not normally process interlibrary loan requests for the following types of materials:

a. Rare or valuable material that would be difficult or impossible to replace.

b. Bulky items that are difficult or expensive to ship.

c. Entire volumes or entire issues of periodicals.

d. Patents or NTIS documents

4.4 The borrower should supply the following information for each interlibrary loan request if at all possible:

a. Author, title, publisher, date and place of publication, and source of reference for books.

b. Title of journal, author and title of article, date and volume, pagination, and source of reference of the article.

c. Author, title, date and issuing university for theses and dissertations and the source of reference for theses and dissertations.

4.5 All photocopy requests must comply with the University of Missouri-Columbia Libraries' copyright policy. Telefacsimile (fax) may be requested in rush circumstances, but its receipt cannot be guaranteed.

4.6 All borrowers of interlibrary loan materials are responsible for the prompt return of loaned items to the Ellis Reference Desk or branch library from which it was borrowed. The University Libraries reserve the right to suspend interlibrary loan privileges to any borrower who repeatedly returns interlibrary loan materials after the due date. General circulation privileges may be temporarily suspended, at the discretion of the Head of Access Services, or branch librarian.

4.7 Renewals of interlibrary loan materials should be requested only in unusual circumstances. Renewals should be requested at least four days prior to the due date. The length of the renewal period is determined by the lending library.

4.8 Borrowers are responsible for the replacement cost of lost materials. Replacement charges are determined by the lending library.

4.9 All material on loan is subject to immediate recall if requested by the lending library.

4.10 A borrower should not make repeated requests for the same item through interlibrary loan.

5.0 POLICIES FOR LENDING MATERIALS

5.1 The decision to lend material is at the discretion of the University of Missouri-Columbia Libraries. Originals are provided without charge to the borrowing library.

5.2 Interlibrary loan requests from other libraries are accepted through OCLC, or via mail on ALA forms, forms or printoffs from Missouri statewide database, or by Fax. Requests will not be accepted by telephone.

5.3 The duration of loan for interlibrary loan materials is six weeks. Faculty and graduate students on the other University of Missouri campuses may borrow interlibrary loan materials for four months.

5.4 Refer to Fax policy (Policy # 39) regarding requests for (Fax) transmission.

5.5 The University of Missouri-Columbia Libraries loan the following materials to other libraries:

a. Books

b. Government documents -- Federal documents will generally be lent only to Missouri residents.

c. Master theses (paper copies only)

d. Doctoral dissertations prior to 1949 (paper copy only)

e. Closed shelf material at the discretion of the Special Collections or appropriate branch librarian

f. Microforms at the discretion of the Special Collections or appropriate branch librarian

5.6 The University of Missouri-Columbia Libraries do not loan the following materials to other libraries:

a. Rare and special collections

b. Periodicals which are designated "non-circulating" or "restricted loan"

c. Books on reserve

d. Reference books

e. Doctoral dissertations written after 1949 (since these are available through University Microfilms) except where reciprocal agreements exist

f. Tapes, phonograph records, compact discs, video tapes, video discs and other non-print formats

g. Brittle books will not be lent or photocopied if handling is likely to cause damage.

h. Bulky items that are difficult or expensive to ship.

5.7 The University of Missouri-Columbia Libraries do not normally grant renewal of interlibrary loan materials, and will not recall materials from MU borrowers to send out on interlibrary loan.

5.8 All material on loan is subject to immediate recall.

Sponsor: Interlibrary Loan Policy Review Committee
Approved by Library Council: August 18, 1983
Revised by Library Council: January 29, 1987
Revised by Library Council: January 3, 1991

REPORT

TASK 1: Assess the efficiency and cost effectiveness of commercial vendors and full-text databases for document delivery; recommend equitable and effective ways to use these options.

COMMERCIAL VENDORS

The Document Access Program uses commercial vendors to obtain photocopies. Patrons pay a flat fee of $5.00 with the balance of the vendor charge paid by The General Libraries. The purpose of Document Access is to provide materials not currently available on campus in the fastest way possible.

In a comparative study of traditional ILL and document delivery from vendors, sixty ILS requests were ordered simultaneously from one of thirty-two libraries and one of six vendors selected for the test. Requests in the humanities, sciences and social sciences were included. Twenty-three requests were filled by both libraries and vendors. An additional twenty-four were filled only by libraries; an additional three were filled only by vendors. Ten requests were unfilled. Tables I, II and III summarize data.

Library suppliers:

1. had quicker turnaround time,
2. provided higher fill rates, and
3. had lower costs than vendors.

Some vendors:

1. do not list holdings on OCLC, requiring manual searching of vendor catalogs.
2. suspend services during intersession without advance notice.
3. fail to heed maximum cost and time limit requirements.
4. add copyright fees to base charges disallowing copies permitted by the Contu Guidelines.
5. cost more than UT Austin patrons are willing to authorize.

Several vendors (e.g., CARL - Uncover, UMI, Faxon, etc.) are experimenting with scanning and sending documents electronically. Such projects are not yet implemented or priced, but may prove cost effective and efficient. Others (e.g., Engineering Society Library) plan to list holdings in OCLC and offer reduced rates to libraries.

The Task Force recommends down scaling the Document Access Program which depends on commercial vendors for fulfillment, with the exception of: (1) Chem Abstracts (2) The British Library Document Supply Center (3) The Genuine Article (for selected conference proceedings) (4) CTIC (for patents). Present Document Access funds should be continued at the level necessary to subsidize requests to the above vendors.

Use of vendors should be reconsidered if and when their specific holdings appear in OCLC, and they offer cost-effective electronic delivery options using scanners and Internet.

Table I

Fill Rate for Vendors and Libraries by Discipline

	Total Ordered	Libraries Filled	Vendors Filled	Unfilled	Both
Humanities	12	11	3	1	3
Sciences	18	15	13	2	12
Social Science	30	21	10	7	8
Total	60	47* (78%)	26 (43%)	10 (17%)	23

* All unfilled requests were reordered as often as necessary until filled or cancelled by the patron.

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The University of Texas at Austin General Libraries

Table II

Cost of Vendor- and Library-Filled Requests

	Libraries	Vendors
Total number filled	47	26
Number of requests with charges: Total	7 (15%)	26 (100%)
Humanities	4	3
Science	2	13
Social Science	1	10
Average cost for requests: Total	$5.19	$17.27
Humanities	4.55	19.80
Science	4.86	17.47
Social Science	8.43	16.14

Table III

Turnaround Time

	Libraries	Vendors
Average days from order to receipt for filled requests:	13.51	17.35

The University of Texas at Austin General Libraries

Table IV

Delivery Options for 10-page Document, 2 oz., with Cover Sheet
(Based on Annual use: 20,000 pp. sent; 10,000 pp. recieved)

	(A) USPS Library Book Rate	(B) USPS First Class	(C) Fax Harris 3M/Lanier No Scanner Thermal Paper	(D) Fax Canon L920 Sheetfed copies Laser printer	(E) Fax Canon L920 Bound vols. scanned Laser printer	(F) Internet Ariel HP Scanner Laser printer	(G) Internet Ariel Fujitsu scanner * Laser printer (not yet possible)
Costs**							
•Copies sent							
Delivery	$0.64	$0.52	$1.20	$1.20	$1.20	$0.00	$0.00
Supplies	0.25	0.25	0.00	0.00	0.00	0.00	0.00
Copier costs (includes equipment)	0.65	0.65	0.65	0.65	0.00	0.00	0.00
•Equipment costs (3-year life)	0.00	0.00	0.31	1.00	1.00	0.80	1.00
•Staff Salary	0.31	0.31	0.31	0.25	1.62	0.53	0.42
Total	$1.85	$1.73	$2.47	$3.10	$3.82	$1.33	$1.42
•Copies received							
Supplies	0.00	0.00	0.40	1.45	1.45	1.20	1.20 (est.)
Equipment (3-year life)	0.00	0.00	0.31	1.00	1.00	0.80	1.00
Total	0.00	0.00	0.71	2.45	2.45	2.00	2.20
Time (minutes)							
•Photocopy	1:35	1:35	1:35	1:35	0:00	0:00	0:00
•Mail room	0:10	0:10	0:00	0:00	0:00	0:00	0:00
•prepare to mail	1:00	1:00	0:00	0:00	0:00	0:00	0:00
•Scan to memory, transmit later	n/a	n/a	n/a	*(1:45) †*	*(1:45) †*	4:26	3:30 (est.)
•Transmit now	n/a	n/a	8:25	12:35	13:30	n/a	n/a
•Dedicated staff time ††	2:45	2:45	2:35	2:05	13:30	4:26	3:30 (est.)
Total Copy/Transmit Time	2:45	2:45	10:00	14:10	13:30	4:26	3:30
Delivery Time	5 to 7 days	3 to 4 days	under 24 hours	under 24 hours	under 24 hours	under 24 hours	under 24 hours
Feasible to store and transmit at night	n/a	n/a	no	† insufficient memory (40 pp.) only	† insufficient memory (40 pp.) only	yes	yes

* or any fast scanner that Ariel will accomodate.

** Cost of retreiving documents and invoicing paid copies is excluded; see Appendix C, p. 27.
Average cost per filled ILL transaction is $5.94, which includes delivery costs.

† Not a viable option, insufficient memory.

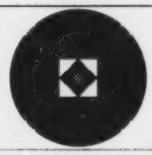
†† Time spent when staff cannot be busy with other tasks.

The University of Texas at Austin General Libraries

SYSTEMS AND PROCEDURES EXCHANGE CENTER

TELEFACSIMILE POLICIES AND PROCEDURES

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF MANAGEMENT SERVICES

DRAFT 4/27/92

UNIVERSITY OF HAWAII AT MANOA
Guidelines for Fax Use for Interlibrary Loan

Fax (808) 956-2468
Voice (808) 956-8568

I. Purpose of Guidelines

The intent of these guidelines is to establish a set of formal telefacsimile (fax) protocols to be used when sending interlibrary loan requests to libraries and when filling requests received by fax.

II. Requests

A. General Format

1. When requesting material via fax, the ALA Interlibrary Loan form shall be used whenever possible. If not using the standard form at least include all the essential data elements from the form making sure that all bibiographic data is correct.

2. Requests must be typed or printed.

3. The delivery method desired should be clearly stated on the form, with the notation "Supply copy via fax" in the address box, or address field for OCLC requests.

4. Each request shall include full address of the library, voice phone number, fax number, and name of contact.

5. The borrowing library shall indicate the amount the patron is willing to pay for the requested material.

6. Copyright compliance shall be indicated on all photocopy requests.

7. Include the complete call number, if possible, indicating if multiple copies are held and the location of each (for instance Pac, Asia, Sinclair, etc.)

B. As lending library we may limit the number of pages sent via fax depending on the current load of fax requests. Articles exceeding the limit will be sent via U.S. mail. In this case a fax or phone message will be sent saying that the material is coming by mail.

III. Responses

A. General Guidelines

1. Fax responses will be sent for:

a. All requests which have the notation "SUPPLY COPY VIA FAX"

b. Any item requested via fax which cannot be supplied (status by either fax or phone).

c. Inquiries for status of faxed requests.

2. Borrowing libraries may assume that all other requests are being filled. The material will be sent via U.S. mail unless "SUPPLY COPY VIA FAX" is indicated.

3. The borrowing library will be notified if the original document is unsuitable for fax transmission (for instance, if the print is too small, too fine, there is too much dark area on the page, or detailed illustations are unlikely to transmit clearly).

4. The borrowing library will notify the lending library immediately if the transmission received is of poor quality and cannot be used. One additional attempt will be made to send via fax, but if the copy is still unusable the back-up photocopy will then be sent.

B. Response-time Guidelines

1. Fax requests will be logged and processed in the regular stream of processing. Those for Hilo and CCECS will be processed by the students funded to handle their orders.

2. RUSH requests which require separate handling will cost an additional $5 each.

3. Our goal is to respond to all orders with 24 hours.

C. Charges

UH System	$1 + $.50	per page
Other Hawaii	$5 + $1	per page
Out-of-state Academic	$5 + $.50	per page
Other, foreign	$10 + $1	per page

Page charges for Hilo and CCECS are reduced to $.30 since they provide funding for students to process their orders.

Those requesting libraries without deposit accounts will be invoiced with the material.

D. Statistics

1. Fax requests are logged with all incoming orders according to format and library. Separate statistics for fax are available from invoice logs, log of incoming requests, and deposit account logs.

IV. Procedures for use of fax equipment

A. Keep the machine turned on at all times. Although our machine will automatically turn on for incoming orders, the warm-up time is too long for that method to work.

B. Internal programming
Numbers for frequently used numbers are programmed into the function keys.

C. "To eliminate multiple charges for toll calls, machine should not be programmed to automatically redial. The automatic redial does not allow for sufficient disconnect time" UHM Telecom Connection, April 1992, v 1(1): 3.

D. Original photocopies will be retained for one month so that recopying will not be necessary if the transmission was not successful and a follow-up photocopy needs to be sent by U.S. mail.

E. Weekly summaries of orders faxed will be sent to requesting libraries so the receipt can be verified against their records. Manoa should be notified immediately if any are found lacking.

LINDA HALL LIBRARY: FAX SERVICE PROCEDURES

FAX #: (816) 444-9076 PHONE #: (816) 363-4600 EXT. 53

REQUESTS FOR DOCUMENTS TO BE TRANSMITTED VIA FAX ACCEPTED:		Via FAX or phone only
SERVICE AVAILABLE:		Receive: 24 hours/day, Monday - Friday Transmit: Monday - Friday, 9 am to 4 pm, Central Time No reception or transmission: Saturdays, Sundays, or holidays
TYPE OF SERVICE:		RUSH-FAX (pages to be transmitted by FAX) Photocopies ONLY (request transmitted via mail) Book loan or renewal Status inquiries (need to indicate form of original request: phone, mail, fax, etc.)
FEES FOR RUSH-FAX:		$10 + $1/pg per request - Continental U.S. ($15 minimum per request) $10 + $2/pg per request - other locations ($15 minimum per request) $ 8 + $1/pg per request - KC Metro Area ($15 minimum for patent requests)
TURN-AROUND TIME:		By close of next working day
MAXIMUM PAGES FAXED:		25 pages per article Limit of 5 articles per patron per day transmitted by RUSH-FAX It may be necessary to limit the number of pages faxed per patron per day
FORMAT:	Cover sheet:	Date of request Company/institution name Name of individual initiating request Full address of company/institution Company/institution FAX # Company/institution phone # Comments: type of service needed, special instructions
	ALA ILL Request Form or equivalent (ALA preferred):	Bibliographic information (complete, accurate) Copyright compliance (CCG or CCL) Verification of citation Separate form for each request Typed request preferred
UNFILLED REQUESTS: (Response via FAX, if number provided)		Do not own Not yet received/on order Copying not permitted Inaccurate/incomplete citation Need correct copyright compliance Text too detailed to transmit clearly Cannot locate/in use Other
INVOICES:		Mailed at end of next working day following our FAX transmission
PROBLEMS:		CALL IMMEDIATELY: (816) 363-4600 x53, Interlibrary Loan Services Linda Hall Library may CALL COLLECT to resolve difficult problems

UMCP LIBRARIES
UNIVERSITY of MARYLAND at COLLEGE PARK

FAX SERVICE POLICIES AND PRICES

Interlibrary Loan
McKeldin Library
University of Maryland
College Park, MD 20742-7011

FAX: (301) 403-4169 (After 1/91: 314-9416)
TEL: (301) 403-4128 (After 1/91: 405-9178)

The Interlibrary Loan Office at the University of Maryland at College Park offers telefacsimile delivery of photocopied materials and accepts some faxed ILL requests.

TO HAVE MATERIALS FAXED TO YOU, each request must have:

- The note "PLEASE FAX"
- Your fax number.
- Authorization for the appropriate photocopy and additional fax charge according to the schedule listed under **CHARGES**.

TO FAX INTERLIBRARY LOAN REQUESTS:

UMCP ILL accepts faxed interlibrary loan requests in certain circumstances. These are:

1. You are on OCLC and have an emergency rush request.

   a. Create and send us an OCLC request.
   b. Fax us a photocopy of the OCLC request.
   c. Do not routinely fax OCLC requests. Use the fax only for emergencies.

2. You have only a MILNET C-D ROM terminal:

   a. Create the MILNET C-D ROM ILL request.
   b. Fax us a copy of the request.
   c. You may routinely fax MILNET C-D requests to avoid mail delays.

3. You are on MILNET (Maryland libraries only) and have an emergency situation:

   a. Create and send us a MILNET request.
   b. Call us at (301) 403-4128 (after 1/91: 405-9178) and give us the request number.
   c. We will pull and begin processing the request immediately.
   d. DO NOT FAX MILNET REQUESTS. This would entail a double cost to the state which SLRC will not authorize.

4. You use only ALA forms to request interlibrary loan.

   a. TYPE an ALA request following accepted standards for main entry, full citation, verification, etc...
   b. Fax us a photocopy of the ALA request.
   c. You may routinely fax typed ALA's to avoid mail delays.

   Note: We do not accept handwritten ALA's or in-house user request forms (either handwritten or typed). We will return these immediately without processing.

   DO NOT SEND US AN ALA FORM BY FAX OR MAIL IF YOU ARE ON OCLC OR MILNET. WE WILL RETURN IT WITHOUT PROCESSING.

CHARGES

Charges for fax service are:

1. University of Maryland System libraries- **NO CHARGE**
2. OCLC requests from Maryland libraries with the borrowing note "MD NTWK. DO NOT CHARGE"- **NO CHARGE**
3. MILNET requests-**NO CHARGE**
4. MILO system requests sent through PRATT-**NO CHARGE**
5. All Others:

	REGULAR PHOTOCOPY CHARGE		ADDITIONAL FAX SURCHARGE		MINIMUM CHARGE FOR FAXED MATERIAL (Photocopy & Faxing)
	PGS 1-20	PGS 21+	PGS 1-20	PGS 21+	
ACADEMIC INSTITUTIONS U.S. & CANADA	$7.50	+.20/pg.	$5.00	+.50/pg.	$12.50
ALL OTHER COUNTRIES	$7.50	+.20/pg.	$7/pg 1	$2/pg 2+	$14.50
NON-ACADEMIC INSTITUTIONS U.S. & CANADA	$12.50	+.20/pg.	$7.00	+.50/pg.	$19.50
ALL OTHER COUNTRIES	$12.50	+.20/pg.	$9/pg 1	$2/pg 2+	$21.50

PAYMENT:

You will be invoiced separately from the UMCP Bursar's Office. Send checks with the invoice to the UMCP Bursar's office. Do not send checks or cash to the ILL office.

GENERAL INFORMATION:

a. FAX Telephone: (301) 403-4167 (after 1/91: 314-9146)
b. Voice Telephone: (301) 403-4128 (after 1/91: 405-9178)
c. Equipment: Omnifax 9S with Group 1, 2, and 3 machine capability
d. Poll Feature: yes
e. OCLC Symbol: UMC
f. NUC Symbol: MdU
g. MILNET Symbol: UMCP

LFP.FAXPOL. Rev. 10/90

TELEFACSIMILE (FAX) POLICY FOR ELLIS AND BRANCH LIBRARIES, EXCLUDING HEALTH SCIENCES LIBRARY

0.0 Contents
1.0 Charges
2.0 Interlibrary Loan
3.0 Non-affiliated Individuals
4.0 Reference Use of Fax
5.0 Staff and Non Work-Related Use of Fax
6.0 Work and/or Professional Committee Requirements Regarding Use of Fax

1.0 CHARGES

Charges for fax, where applicable, are to be found in the appendix to this policy.

2.0 INTERLIBRARY LOAN (BORROWING AND LENDING)

When placing an interlibrary loan request at the Ellis Reference Desk or any branch library, patrons may request that photocopies of materials be sent by fax. There is no guarantee that the materials needed will be available and can be sent by fax. However, if it is possible to find the material, fax requests will be honored within 24 hours of receipt (Monday-Thursday). Requests placed on Friday will not be processed on Saturday or Sunday. Requests will be accepted Monday through Friday, 8:00 a.m. to 5:00 p.m. (See fee sections I-A and II-A.)

2.1 Incoming fax requests from other libraries (lending)

Requests may be made by fax or OCLC. If requests are labeled "RUSH," and fax is requested, they will be faxed within 24 hours or notification of lack of availability will be made by telephone or OCLC. Other requests will be handled expediently and the results will be mailed. (See fee section I-A.)

2.2 Requests by MU patrons for faxed materials from other libraries (borrowing)

Requests for "RUSH" materials will be sent by OCLC and the lending library will be asked to fax the materials to us, if the lending library is known to have fax capabilities. Otherwise, they will be asked via OCLC to fax if available. Normally, fax will not be used. Only emergency cases as determined by the public service librarians will be honored. A listing of lending libraries with fax capabilities will be kept by the Interlibrary Loan Office. (See fee section II-A.)

2.3 Errors in fax transmission

The photocopies for the faxed items will be saved for two days. If the borrower or borrowing library reports problems with the quality of the transmission during that time or the transmission report generated by our machine indicates a problem, another copy will be sent at no charge. Another charge for a second transmission will apply if the error was on the part of the borrowing library. (An example of such an error would be no paper in the machine.) If there is a problem the second time, the article will be mailed to the requesting library.

2.4 Interlibrary loan fax charges

Charges for sending photocopied articles requested on interlibrary loan via fax are to be found in the appendix to this policy.

There will be no charges for articles faxed to the ABEU libraries, and the libraries of the University of Missouri system at Kansas City, Rolla, and St. Louis. The Libraries' E&E account will be charged at the current rate for these expenses.

3.0 NON-AFFILIATED INDIVIDUALS (LENDING)

Non-affiliated individuals may call Copy Service direct for materials owned by MU Libraries. They will be charged at the non work-related fee. (See fee section I-C.)

4.0 REFERENCE USE OF FAX

4.1 Requests for fax from another institution (incoming)

In the process of working on a reference question, it may become evident that the information needed is not available in-house. Reference staff may call another institution if they believe the information may be acquired from an external source. If the information request is best met by a copy of printed material in a reference book or some other similar source, a photocopy may be requested from the institution. Any photocopy charges will be paid by MU Libraries for MU faculty, staff and students. Non-affiliated patrons will be billed directly by the supplying institution. If the institution has a fax machine and is willing to fax items, the patron may request the material on a "RUSH" basis. The fax request will be conveyed to the institution supplying the information at the time of the telephone contact. Give the sending party the Library's fax number [314] 882=8044. If there are additional charges beyond the fee collected, the Libraries' E&E account will pay the difference. (See fee section II-B.)

4.2 Requests for fax from MU Libraries (outgoing)

If one of our MU Libraries' patrons has a telephone reference question which can best be answered by providing a copy of printed material in one of MU Libraries' reference books or some other

similar source, they can either come to the library and copy the material or they can have the material photocopied and sent to them with a bill for photocopy charges, or they can have the material faxed if they have access to a fax machine and can provide the fax number. To respond, ask the staff of Copy Service for a fax cover form, fill out the form and return it to the staff member with the copy you wish to be sent. Patrons will be charged a fee for the fax service. The bill will be faxed and sent with the material if it is to be paid by the individual. Faculty or staff who may be paying by IDO, will be billed through normal IDO procedures. (See fee section I-B.)

4.3 Outside institution requests for fax from MU Libraries (lending)

If another library or corporate or educational institution calls a reference desk and requests a fax of printed material in one of MU Libraries' reference books or some other similar source, reference staff will ask the staff of Copy Service for a fax cover form, fill out the form and return it to the staff member with the copy to be sent. Fees for faxing will be passed on to the requestor. The institution or corporation will be sent an invoice for the charges through the mail. (See fee section I-B.)

4.4 Determination of Reference or ILL request

If the reference request is met by supplying a photocopy of an article from a journal or a circulating book or by loaning a book, the request should then become an interlibrary loan. It will then be handled according to regular or RUSH interlibrary loan procedures.

5.0 STAFF AND NON WORK-RELATED USE OF FAX (SENDING OR RECEIVING)

Faculty, staff, and students may have fax service on the Copy Service fax machine. Messages may be sent between 7:30 a.m. and 4:30 p.m. The fax machine is available 24 hours a day for receiving messages. To send a message, ask the staff of Copy Service for a fax cover form, fill out the form and return it to the staff member with the copy you wish to be sent. To receive articles on the Copy Service fax machine, give the sending party the fax number (314) 882-8044, to send your message to. When it is received, staff, faculty or students will be notified that the fax article is ready to be picked up. Articles may be picked up any hours that Copy Service is open. (See fee section I-C and II-C.)

6.0 WORK AND/OR PROFESSIONAL COMMITTEE REQUIREMENTS RE: FAX USE (SENDING OR RECEIVING)

If during the course of a library staff member's work-related duties or professional committee requirements it becomes necessary to either send or receive fax messages, this may be done. Costs will be charged to E&E. This should not be indiscriminately used, and is always subject to administrative review. (See fee sections I-C and II-C for E&E charges.)

Approved by Library Council: September 20, 1990

Appendix

CHARGES FOR FAX

I. CHARGES FOR OUTGOING FAX

A. Interlibrary Loan (lending)

$3.00 surcharge per article in addition to the current charges for photocopying plus $0.50 per page.

Exception: No charge to ABEU libraries and the libraries of the University of Missouri system at Kansas City, Rolla, and St. Louis.

B. Reference (outgoing)

$3.00 surcharge per request, plus $0.50 per page for MU-affiliated patrons.

$3.00 surcharge per request, plus $0.50 per page for non-affiliated patrons.

C. Copy Service

$3.00 surcharge per message plus $0.50 per page for MU-affiliated patrons including faculty, staff, students and library staff for non-work related use.

Also, $3.00 surcharge per request, plus $0.50 per page for non-affiliated patrons.

Exception: No charge to library staff for messages sent for work-related duties or professional committee requirements. E&E will be charged.

II. CHARGES FOR INCOMING FAX

A. Interlibrary Loan (borrowing)

$2.00 surcharge per article plus $0.50 per page, after five pages.

B. Reference (incoming)

$2.00 surcharge per article plus $0.50 per page after five pages for MU-affiliated patrons.

$2.00 surcharge per article plus $0.50 per page after five pages for non-affiliated patrons.

C. Copy Service

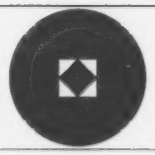
$2.00 charge to library staff receiving Fax for the first five (5) pages plus $0.50 per page for pages over five.

(NOTE: In appropriate cases, sales tax will be charged.)

SYSTEMS AND PROCEDURES EXCHANGE CENTER

ELECTRONIC DOCUMENT DELIVERY REQUEST SYSTEMS

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF MANAGEMENT SERVICES

Using *LIBRARY EXPRESS* in InfoPath

LIBRARY EXPRESS is a gratis delivery service on the La Jolla campus that will retrieve circulating books, bound journals and Interlibrary Loan items from the UCSD Library and deliver them to your office, department or to another UCSD Library. You may request delivery of library items through InfoPath by using the X command in ROGER or MELVYL®.

Photocopy Charges

LIBRARY EXPRESS will also photocopy articles from journals owned by UCSD for $3.50 per article up to 15 pages; $.15 per page after the first 15 pages. They will be delivered via campus mail.

Eligibility

LIBRARY EXPRESS is available to all UCSD campus academic employees, staff employees, graduate students and students registered with Disabled Student Services.

Registration

To register, complete a *LIBRARY EXPRESS* registration form and return it to the nearest UCSD Library or mail the completed form to *LIBRARY EXPRESS* at 0175-L. Registration forms are available at all campus libraries and by electronic mail from *LIBRARY EXPRESS*. When you register, *LIBRARY EXPRESS* will issue you an identification name and password to use when requesting items on InfoPath.

For more information about InfoPath, please send an electronic mail message to Infopath@ucsd or send a message by campus mail to InfoPath at 0175T.

The Snake Path, designed by artist Alexis Smith, was commissioned by the Stuart Foundation for UCSD. The UCSD Library would like to thank Mary Beebe, Director, Stuart Collection, for permission to use the Snake Path as the InfoPath logo.

PS 1474 (2/92)

The University Of California, San Diego

BEST COPY AVAILABLE

What Is InfoPath?

InfoPath is a campus-wide information system (CWIS) developed by the UCSD Library as an extension of its "library without walls". InfoPath provides electronic library services as well as information about the library, the campus and beyond.

Some of the services currently offered are the following:

- connecting to the library catalogs
- electronically requesting *LIBRARY EXPRESS* delivery service
- library hours and information
- campus calendar
- campus telephone directory

InfoPath is a growing information service. Future plans for expansion include: electronic journals; connections to other library catalogs; library instructional materials; campus and city bus schedules; department newsletters; and access to the UCSD bookstore catalog.

How To Connect To InfoPath

InfoPath can be accessed by any device that can run a VT100 emulation and is either physically connected to the campus ethernet or can dial in to the campus network. Work is under way on a HyperCard-based version for Macintoshes .

In addition to your own computer, InfoPath terminals are available in the Price Center, the History Department and the Literature Department and will soon be available in the library.

Navigating InfoPath

VT100 version

Once you are connected to InfoPath, and on the "main menu"
use arrow keys, the space bar or tab to move cursor; press "return" or "enter" at desired topic

When you are on one of the subsequent menus:
press "p" or "escape" to return to prior menu;
press "m" to return to main menu

On any menu:
press "q" to quit InfoPath

Macintosh version

As with all HyperCard applications, one click on any menu option or button will take you to the desired topic or action. Once you are connected to ROGER or MELVYL® you are put into a VT100 emulation, and your mouse will not work until you go back to HyperCard.

Both versions

When you choose The Library menu, the choices include:

- ROGER: UCSD Library catalog
- MELVYL: UC statewide catalog
- MELVYL: article indexes (passwords required for off campus use are available at any UCSD branch library for UCSD faculty, staff and regularly enrolled students)

Using the X Command

Once you are in ROGER or MELVYL® the X command can be used to electronically request library items for delivery or photocopies of articles. InfoPath will automatically link the item record you select with your personal information on file with *LIBRARY EXPRESS*.

To use the X command in ROGER:

search for the item you wish;
when a single item is displayed on the screen, type X

To use the X command in MELVYL®:

search for the item you wish
when you identify the item you want type X followed by the item number.

After typing X in either system, you will be prompted for your ID name, password, a budget number for photocopies, and comments. Items available in all the branches of the UCSD Library are delivered within 24-48 hours.

Problems

If you have trouble while using the system or find a "bug", you can report the problem by either choosing the "InfoPath problems and fixes" option on the "More help" menu or by sending e-mail to infopath@ucsd.

Connecting to InfoPath

InfoPath, the campus information system, allows you to electronically request delivery of library items while searching ROGER (the UCSD Online Catalog) and MELVYL® (the UC Online Catalog). You can reach InfoPath using the following routes:

- Dial direct to UCSD's public number
- Your account on a UCSD networked computer system
- UCSD's student terminal room

Once you are connected to InfoPath the following choices are currently available:

The Library	Quit
Campus Information	
Computing Services	
Weather	

If you choose The Library, the following menu appears:

ROGER: UCSD library catalog	Prior menu
MELVYL: UC statewide catalog	Quit
MELVYL: article indexes *	
SSDB: Social Science Data Base	
Library Express: delivery of library materials	
Library Hours	
Reference Desk Hours	
Library Information	

* Passwords may be required for article indexes, which are licensed only for UCSD faculty, staff, and regularly enrolled students. Passwords are available at no charge in any UCSD branch library.

Making the Connections

• Using Dial-In Public Service

1. Set communications software to: data bits (8); stop bit (1); parity (none)
2. Dial the appropriate phone number with your modem:

Phone #	Speed (bps)	Notes
558-7080	1200/2400	Hayes compatible modem
452-4398	9600, 19.2	Only for US Robotics HST modem
452-4390	9600, 19.2	V.32 modems at 9600 & Telebit using PEP

3. When connected, press **[enter]** or **[return]** until you get a welcome screen with the prompt: annex:
4. Type: **telnet infopath**, then press **[enter]**
5. You will be prompted for a login. Type: **infopath**, then press **[enter]**
6. When prompted, select terminal type.
7. Follow the menus; select **Quit** to end your session
8. You will be returned to the annex prompt: Type: **hangup**, then press **[enter]**
9. To disconnect from network, use your software's hangup command

• Using Your Account on a UCSD Computer System

1. Log onto your account in the usual way
2. Type: **telnet infopath**, then press **[enter]**
3. You will be prompted for a login. Type: **infopath**, then press **[enter]**
4. When prompted, select terminal type
5. Follow the menus; select **Quit** to end your session

• Using Terminal Rooms on UCSD Campus

1. Locate an ICC terminal room
2. When connected, press **[enter]** or **[return]** until prompted: You may now enter NET/One commands
3. Type: **connect ether**, then press **[enter]**
4. You will get a welcome screen with the prompt: annex Type: **telnet infopath**, then press **[enter]**
5. You will be prompted for a login. Type: **infopath**, then press **[enter]**
6. When prompted, select terminal type
7. Follow the menus; select **Quit** to end your session.

123

The new prompted electronic format for Interlibrary Loan transactions will allow you to request:

- books
- journal articles
- government documents
- technical reports
- theses and dissertations
- interlibrary loan renewals
- status checks on previously requested material.

The new system will facilitate access to resources identified on CARL, UNCOVER, and other electronic or CD-ROM databases, but that are not available at Colorado State University.

Here's how to use it.

It's Here!

Electronic access to Interlibrary Loan is as close as your personal computer and is available 24 hours a day.

Colorado State University

Accessing Electronic Interlibrary Loan

PC with modem

If you have a PC with dial-up modem and communications software:

- Set your modem to 7 data bits, 1 stop bit, even parity and the appropriate baud rate for your modem
- Dial 491-5885 (300/1200/2400 baud) Dial 491-0410 (9600 baud)
- After dialing, wait for the screen to display the message **CONNECT**
- Press ENTER once or twice until the screen displays the prompt **csu-ts**
- When you see the **csu-ts** prompt, type **lamar** to connect to lamar. Press ENTER
- When the screen displays the **login:** prompt, type **ill**

PC with CSUNet

If you have a PC or workstation with an Ethernet card and telnet software:

- Start your telnet software (if necessary)
- Type **telnet lamar.colostate.edu** and press ENTER
- Login using the login name **ill**

Remote host

If you have an account with a login name and password on a host computer that is connected to the campus network, CSUNet:

- Log into your host machine
- Type **telnet lamar.colostate.edu** and press ENTER
- Login using the login name **ill**

Please be patient.
It takes a few minutes
for the program to start.

Funded by Colorado State University Office of Information Technology

REQUEST DISSERTATIONS ABSTRACTS MATERIALS AUTOMATICALLY FROM INTERLIBRARY LOAN!

Don't copy those DAI citations by hand!

Request up to 50 dissertations from Interlibrary Loan in seconds.

Follow these easy steps to speed up your ILL requests.

INSTRUCTIONS FOR ILL/DISSERTATIONS ABSTRACTS INTERNATIONAL LINK

1. Search Dissertations Abstracts marking the desired citations in the usual way <F9>. (You may request up to 50 dissertations at a time.)

2. When you have finished marking itmes to be requested from ILL:
   - Press <F4> (This will put you in the "Output Options Screen")
   - Use the arrow keys to move the selector to "DISK FILE ONLY"
   - Press <enter>

   **** Do not change the default drive or filename ****

3. Put your diskette in the A: drive and download your items. (Leave your diskette in the A: drive.)

4. Exit the DAI CD Rom. Choose the Interlibrary Loan option, type **ILL** and press the <enter> key.

5. At the Interlibrary Loan menu, type **DAI** and press the <enter> key.

6. Answer the prompts for your personal information. Standby while the program uploads, formats and electronically mails your requests to the ILL office.

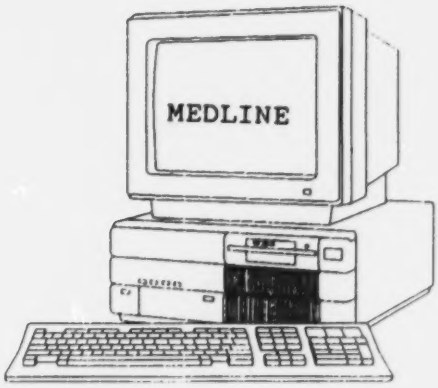
NOTE!!
THE SCREEN WILL CHANGE COLOR
PLEASE BE PATIENT - DO NOT PRESS ANY KEYS
YOU'LL BE RETURNED TO THE MAIN MENU WHEN THE PROCESS IS COMPLETED.

7. The program will automatically rename your file of citations requested to ill.done.

If you have any problems using the DAI request program or if you have any suggestions/comments, please call ILL at 491-1867.

REQUEST MEDLINE MATERIALS AUTOMATICALLY FROM INTERLIBRARY LOAN!

Save printer paper!
Save time!



Request MEDLINE citations from Interlibrary Loan in seconds.

Follow these easy steps to speed up your ILL requests.

INSTRUCTIONS FOR ILL/MEDLINE LINK

1. Search Medline in the usual way.

2. Instead of printing the citations you want to request from ILL, save them to a diskette file. To do this:

   a) When the citation you want to request is on the screen, select the **keep** feature by pressing <F9>.

   b) Type whatever filename you want - be sure to include the path. If you do not select the a: or b: drives, your file will be saved to the c: drive.
   To save your file to the a: drive, type: a:myfile.
   To save your file to the c: drive, type: myfile

   c) If you want to save more than one citation, simply press <F9> when you see the citation on the screen.

   d) Press <enter>, and press <enter> again. (This will append your citations into one file.)

3. When you have finished your searching, exit the MEDLINE CD-ROM. Choose the Interlibrary Loan option and type **I**.

4. At the Interlibrary Loan menu, type **A**.

5. When prompted for your filename type the path and the filename. For example: **A:\myfile.doc**

   TWO IMPORTANT NOTES:

   a) Medline automatically attaches a **.doc** extension to your filename. You must include it.

   b) If you saved your file to the c: drive, your path will be: **c:\cdrom\csa\myfile.doc**

6. Answer the prompts for your personal information.

7. If you have selected a citation that is owned by Colorado State University, the program will print that citation to the screen, along with the CSU Library's call number. You should print this screen or copy this information by hand - these items will not be requested from Interlibrary Loan.

8. Standby while the program uploads, formats and electronically mails your requests to the ILL office.

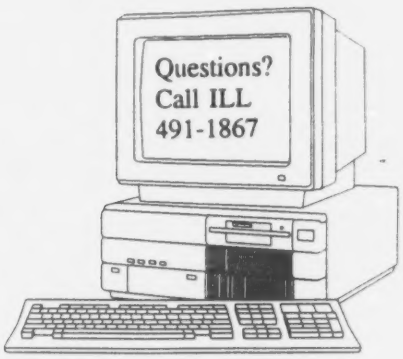
NOTE!!
THE SCREEN WILL CHANGE COLOR
PLEASE BE PATIENT - DO NOT PRESS ANY KEYS
YOU'LL BE RETURNED TO THE MAIN MENU WHEN THE PROCESS IS COMPLETED.

If you have problems using the MEDLINE request program or if you have any suggestions/comments, please call ILL at 491-1867.

NOW INTERLIBRARY LOAN IS QUICK AND EASY FROM ANY DATABASE!

BANYAN VINES VERSION

Introducing GRAB-IT, a terminate and stay resident screen capture program. Search any electronic database by telnet or modem, capture the items you want to request from Interlibrary Loan and GRAB-IT will do the rest!



INSTRUCTIONS FOR ILL/DATABASE LINK

1. Program files are available from your Vines manager, or bring a diskette to ILL, Room 210, Morgan Library. Copy the files provided into your directory.

2. Type: **ill** and press <enter>.

3. Search the electronic database of your choice.
   When you see an individual book or journal article you want to order, press: **<shift><printscreen>**.
   (This saves whatever is currently on your screen.)
   The word 'SAVING' will appear in the upper left-hand corner of your screen, and the computer will beep.

4. You can save a maximum of 15 screens.
   When you reach 15, you will see a message at the top of your screen saying: FULL. PLEASE EXIT. Exit the database as you normally do.

5. Type: **grab-it** and press <enter>.
   You are given the opportunity to print your downloaded items.

6. Answer the prompts for your personal information.

The program will format and mail your requests to the Interlibrary Loan office.

To turn the grab-it program off and to regain control of your printer, type: **nograb**

REMOTE ACCESS TO ILLINET ONLINE AND IO PLUS (IO+)

The Online Catalog at the University of Illinois at Urbana-Champaign

The Library provides remote access to the Online Catalog and journal citation databases through telephone numbers in Urbana and other locations, the Campus Network (UIUCNET) and the Internet. If you are a registered borrower (i.e., faculty, staff, student, or borrower card holder) you may charge, renew, or save items that circulate.

System Availability (daily, including holidays):

Monday through Saturday: 7:30am to 12:00am
Sunday: 12:00pm to 12:00am

Through Library Access Telephone Numbers:

1. Set your modem as follows:

Baud rate:	Up to 4800	Parity:	Even
Databits:	7	Stopbit:	1
Local echo:	Off	Duplex:	Full

2. Telephone number closest to your community:

CAMPUS:	(217) 333-2494	Urbana or
	(217) 333-8269	Champaign
ILLINOIS:		
Bloomington	(309) 452-5623	ISU
Carbondale	(618) 453-8091	SIU-Carbondale
Champaign	(217) 333-8260	U of I-Urbana
Chicago	(312) 996-8844	U of I-Urbana
DeKalb	(815) 753-1863	NIU
Lake Forest	(708) 295-0077	U of I-Urbana
Macomb	(309) 836-2050	WIU
Metro East	(618) 692-2903	SIU-Carbondale
Naperville	(708) 355-9528	U of I-Urbana
Quad Cities	(309) 799-7347	U of I-Urbana
Springfield	(217) 786-6286	U of I-Urbana

Through CCSO "Terminal Server" Dial-up:

1. Set your modem as follows:

Baud rate:	Up to 9600	Parity:	None
Databits:	8	Stopbit:	1
Local echo:	Off	Duplex:	Full

2a. Telephone number to reach Terminal Server:

(217) 333-4000

When connected, the Terminal Server will print one of three prompts:

`mossberg>` `term1>` or `term2>`

You are now connected with the Campus Network.

2b. To connect with Illinet Online using Telnet, type:

telnet garcon.cso.uiuc.edu 625 <Enter> or
telnet 128.174.5.58 625 <Enter>

NOTE: A short command form, "ioplus" has the same effect. If you fail to type "625" a login may appear. You can type:

ioplus <Enter>

ALSO: You can access LCSgated (port 620) by typing:

lcs <Enter>

3. When connected with IO, press: <Enter> Then, to select VT100 terminal emulation, choose: 5

NOTE: The IO screen display results may be unpredictable or difficult to read if you select a terminal emulation other than VT100. For example, codes usable for VT100 will not create proper displays in a 3270 environment.

At the IO Library System Access Menu, choose the following:

B	LCS/FBR (Mainframe interface; full-screen mode)
C	CARL UnCover (current journal index; full-screen)
IBIS	IO+ or Illinois Bibliographic Information Service (current journal indexes, current contents, Wilson indexes, ERIC)
oldio	LCS/FBR (command mode; line mode)
quit	leave IO Library System (this may also log you off)

To Return to IO Access Menu:

Type:	From:
x	LCS/FBR (mainframe interface)
//bye	CARL UnCover
x	IBIS
logoff	LCS/FBR (command interface)

4. To Logoff & Hangup, at the ===> prompt, type:

<Enter>

4. To exit the Terminal Server, at the prompt, type:

exit or quit **then press:** <Enter>

You can get personalized HELP from expert consultants:

Library Telephone Center: (217) 333-8400

CCSO: Microcomputing Resource Center (217) 244-0608
Systems Consulting: (217) 333-6133

Hours for the Telephone Center and CCSO's Resource Center vary according to season. Call for current service. Printed guides are available in the Library. However consultants in the Telephone Center can assist you in confirming your connnection status and provide help in troubleshooting. CCSO's consultants can help you with software and hardware telecommunications on PC's and Macintosh's. Quick-References are also available from CCSO.

GEN.-5 REV 4/92

FBR (enhanced access, from 1975-)

COMMAND	FORMAT	SEARCH
Term Author	T A (name)	verify author heading
Term Subject	T S (subject)	verify subject heading
Find Title	F T (title keywords)	locate titles
Find Author	F A (surname, forename)	locate works of author
Find subject	F S (subject)	locate works on topic
Link	L (item no.)	link to LCS records
Holdings	H (item no.)	identify institutions owning item
Select	S (item no.)	choose desired items
Restore	RE	see previous displays
HELP	INFO <return>	

LCS (basic access, all items cataloged)

SEARCH	FORMAT
Author-Title	ATS/huxiflame 4 & 5 (last name & 1st title word)
Title	TLS/flamtrees 4 & 5 (1st & 2nd title word)
Author	AUT/orwellgeo 6 & 3 (last and 1st name)
Call Number	DSC/051tim
Shelf Position	SPS/330.3
Line Search	DSL/line no.
Page Search	PG2, PG3, PG+ (repeat sequence to see all tiems)
Charge	CGL/line #//ID #,mail *
Renew	RNL/line #//ID #
Save	SVL/line #//ID #, mail
HELP	HELP <return>
Other Campuses	add: '/2 digit campus code' to ATS/, TLS/, or AUT/ searches

* Mail option must be used for off-campus charges; for this campus use mail option only if you have an office, not a dorm.

UIUC Library Location Codes

AF	Africana	PH	Physics/Astronomy
AG	Agriculture	RB	Rare Book Room
AL	Applied Life Studies	RE	Reference
AR	Architecture	SP	Slavic/ E. European
AS	Asian	UG	Undergraduate
BE	Beckman	AH	University Archives
BI	Biology	UH	University H. S.
CH	Chemistry	VE	Vet Medicine
ST	Circulation	IW	Water Survey
CP	City Planning	WS	Women's Studies
CL	Classics		
CR	Commerce		
CM	Communications		
DC	Computer Science		
DOC	Documents		
ED	Education & Social Sciences		
EN	Engineering		
EG	English		
GS	Geological Survey		
GE	Geology		
HS	Health Sciences		
HI	History & Philosophy		
HE	Home Economics		
IU	Illini Union Browsing Room		
IH	Illinois Historical Survey		
LS	Library & Information Science		
IR	Labor & Industrial Relations		
LA	Law		
MA	Map & Geography		
MT	Mathematics		
MD	Modern Languages & Linguistics		
MU	Music		
NH	Natural History Survey		

Library Codes for Other IO Libraries

LCS Schools (all)	LCS
R & R Centers	
Chicago Public Library	CPL
Illinois State Library	ISL
SIU-Carbondale	SC
U of I-Urbana	UC
R & R Centers (all)	RRC
Individual Library Systems	
Bur Oak Library System	BOLS
Chicago Library System	CLS
Corn Belt Library System	CBLS
Cumberland Trail Lib. Syst.	CTLS
DuPage Library System	DLS
Great River Library System	GRLS
Illinois Valley Library Syst.	IVLS
Kaskaskia Library System	KLS
Lewis & Clark Library Syst.	LCLS
Lincoln Trail Libraries Syst.	LTLS
N. Suburban Library System	NSLS
N. Illinois Library System	NILS
River Bend Library System	RBLS
Rolling Prairie Library Syst.	RPLS
Shawnee Library System	SHLS
Starved Rock Library Syst.	SRLS
Suburban Library System	SLS
W. Illinois Library System	WILS
Additional Ill. Research Libraries	
Center for Research Lib.	CRL
University of Chicago	UOC
Northwestern University	NW
All of the Above	ALL

Library Codes for Off-Campus Searches	
Aurora University	AR
Barat College	BA
Catholic Theological University	CT
Chicago State University	CS
Columbia College	CL
De Paul University	DP
E. Illinois University	EA
Elmhurst College	EL
Governors State University	GS
Illinois Benedictine College	IB
Illinois Institute of Technology	IT
Illinois Math & Science Academy	IM
Illinois State University	IS
Illinois Wesleyan University	IW
Judson College	JU
Kankakee Community College	KK
Lake Forest College	LF
Millikin University	ML
National Louis University	NL
North Central College	NC
Northern Illinois University	NI
Northeastern Illinois University	NU
Oakton Community College	OA
Roosevelt University	RU
Rosary College	RO
Saint Xavier College	SX
Sangamon State University	SS
School of the Art Institute	SA
SIU-Carbondale	SC
SIU-Edwardsville	SE
SIU School of Medicine	SM
Triton College	TC
U of I-Chicago	CC
U of I Health Science Library	MC
U of I-Urbana-Champaign	UC
Western Illinois University	WE

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NCSU Digitized Document Transmission Project
Electronic Document Delivery Service (EDDS): A Pilot Service
December 11, 1991 - July 31, 1992

Overview of the Electronic Document Delivery Service

Introduction

The Natural Resources Library (NRL) has been selected to participate in the first phase of the Libraries' pilot network service entitled, ***Electronic Document Delivery Service*** (EDDS). The EDD Service will allow library researchers in the College of Forest Resources and the Department of Marine, Earth, and Atmospheric Sciences to place and receive their interlibrary loan journal article requests electronically via the campus telecommunications network.

The EDD Service for the direct delivery of digitized journal articles consists of two components: electronic mail messaging and direct delivery/pickup of the digitized documents. The messaging system allows researchers to place their journal article requests via e-mail to project staff in the Interlibrary Center (ILC). The direct delivery component allows the researcher to retrieve the digitized document(s) from a central campus file server via the campus network.

Project staff will draw on the collections of the fourteen participating land-grant libraries to fill the requests for documents not available from the Libraries' collections. Requests should be filled within three to five days. Requests that cannot be filled through the EDD Service will be processed immediately via regular ILL channels (if desired).

The twelve land-grant institutions participating with NCSU and NAL in the project are: Clemson University, University of Delaware, Iowa State University, University of Maryland at College Park, Michigan State University, University of Minnesota, North Carolina Agricultural and Technical State University, The Ohio State University, Pennsylvania State University, Utah State University, Virginia Polytechnic Institute & State University, and Washington State University.

User Hardware and Software Needs

If you are on the **campus ethernet telecommunications network** you will be able to both place an electronic mail request and retrieve the requested material from a campus file server. If you only have electronic mail capabilities, you can place your request via e-mail and the requested material will be sent to the NRL where a print copy will be made and provided for you.

To retrieve (FTP) the digitized document from the designated file server you will need a **Telnet communications package.**

Your digitized journal article will be captured electronically in the Tagged Image File Format (TIFF). The TIFF images have been compressed to reduce their size; smaller files can be transmitted more quickly and consume less disk space. Each compressed image is reduced approximately 85 - 90%. When these images are decompressed they each consume approximately 1 megabyte of hard disk space. For example, if you if you requested an eight page article, you will need a minimum of eight megabytes of disk space available on your computer. Additional disk space is also taken up during the printing processes. The EDD Service will be providing you with decompressing software.

The TIFF files can be readily imported into **standard paint programs** such as SuperPaint, Canvas, Pagemaker, or PC Paintbrush. In addition to a paint program, you will need to have access to a **PostScript laser printer** for printing the document.

Macintosh Users:

The EDD Service will provide Macintosh users with a decompressing and printing application:

1. You will receive a custom designed hypercard application, **Document Assistant**, that will decompress your requested article and print the TIFF images eliminating the need for a Macintosh user to have a paint program. (The **Document Assistant** only prints the file, it does not have viewing capabilities.)

2. *StuffIt Classic*. *StuffIt Classic* is a shareware program that **Document Assistant** uses to decompress your digitized file. Naturally, as with all shareware software, there is a nominal fee for using the software and users need to register. We will provide you with the software, but ask you to register as a user.

DOS Users:

The EDD Service will provide DOS users with decompressing freeware and instructions for printing the images:

1. ARC. Your digitized document will arrive at the host file server in compressed form. We will be providing you with a copy of the *ARC File Archive Utility 5.0*.

2. DOS users will need to have a standard word processing program for printing the document. You will receive instructions for printing the images via two standard programs: *WordPerfect 5.1* and *Word for Windows 1.1a*.

If you do not have the required equipment and/or connectivity, you can place your request through the Natural Resources Library (NRL). At the NRL reference desk, complete a "Journal Interlibrary Loan Request Form." Leave the completed form with the NRL staff. You will then be notified when your requested article has been received and printed.

Registration

You can register to participate in the pilot service in the Natural Resources Library. You can call the Natural Resources Library to inquire about the Library's hours. (515-2306)

Retrieving an Electronic Request

If you have the required equipment and connectivity listed above and you placed an electronic request, you will receive an e-mail message notifying you when your article has arrived. To retrieve the article you will FTP it from a campus file server to your desktop. For more detailed instructions, see the handouts "How to Retrieve Your Digitized Document."

Have Questions?

Questions about the pilot service? Contact: Carolyn_Argentati@ncsu.edu or 515-2306
Lisa_Abbott@ncsu.edu or 515-3708.
Questions about a digitized document ? Contact Marti_Minor@ncsu.edu or 515-3708
Local network and technical questions? Contact Charles Gabriel:
Gabriel@meavax.nrrc.ncsu.edu or 515-7928

3-4-92

North Carolina State University

The Libraries

Box 7111
Raleigh
North Carolina 27695-7111
(919) 515-2843

TELEFAX:
Director's Office (919) 515-3628
Interlibrary Center (919) 515-7854
Photocopy Services (919) 515-7098

NCSU Digitized Document Transmission Project: Improving Access to Agricultural Libraries

- Collaborative project between North Carolina State University Libraries, NCSU Computing Center, the National Agricultural Library and twelve land-grant university libraries.
- Test the transmission of digitized research materials via national, regional and local telecommunications networks.
- Improve access

ABSTRACT

- NCSU Libraries in partnership with the National Agricultural Library (NAL) is leading a research and demonstration project that is investigating the technical, procedural, and administrative issues related to the electronic delivery of digitized research materials via the NSFnet/Internet.
- Commercially available graphics-capable, networked desktop computers, scanners, and laser printers have been installed in participating institutions' interlibrary loan departments for the direct transmission and receipt of digitized page images.
- Images of documents can be delivered directly to a researcher's computer, placed on diskette or printed.
- Digitized images are far superior to telefacsimile transmissions.

INTRODUCTION

NCSU Libraries, the NAL and the NCSU Computing Center are collaborators in a research project exploring techniques for electronic receipt, display, distribution, and output of digitized page images from agricultural research materials. The cooperative project is a two-year research and development effort supported in part by a Title II-D grant from the U.S. Department of Education, an Apple Computer, Inc. equipment grant, and participating institutions.

The project includes fourteen land grant libraries representing most of the regional networks in the Internet. (See figure 1: Network Connections). Universities taking part in the project are Clemson, Iowa State, Michigan State, NCSU, North Carolina Agricultural and Technical State University, Ohio State, Pennsylvania State, Utah State, Virginia Polytechnic, Washington State, and the Universities of Delaware, Maryland at College Park and Minnesota at St. Paul.

North Carolina State University is a land-grant university and a constituent institution of The University of North Carolina.

DESCRIPTION OF THE PROJECT

Background

The current project builds upon a demonstration study on the transmission of digitized images conducted from April 1989 through September 1990 jointly by the NAL, the NCSU Libraries, and the NCSU Computing Center in conjunction with the NAL's National Agricultural Text Digitizing Project (NATDP). This project represents the beginning of the third phase of the three-phase NATDP initiative launched by the NAL in 1987.

The first two phases of the NATDP consisted of a cooperative project involving the NAL and forty-two land-grant libraries to test scanning hardware and indexing/search software systems for capturing full text and images in digital format for publication via media such as CD-ROM discs, optical discs, or digital video discs.

Project Management

The project management comprises a team of six persons from NCSU Libraries and the NCSU Academic Computing, including the Director of Libraries, the Libraries' Assistant Directors for Library Systems and Public Services, the Associate Provost for Academic Computing, the Director of the Computing Center, and a project manager. The project team, working closely with the NAL and its National Agricultural Text Digitizing Project Advisory Panel employed the established nomination and review mechanism to solicit applications and select the participants for the expanded project.

Project Objectives

The project objectives are fivefold:

- to explore and evaluate technical, procedural, administrative, and user response issues involved in bringing digitized document delivery to a substantial community of researchers;
- establish libraries as stakeholders in developing the national research and education network;
- investigate copyright law pertaining to electronic document delivery services;
- examine issues related to selecting hardware platforms for delivering documents using network technologies;
- carry out a comprehensive publication and conference program to widely disseminate the project results.

Technical Design

Participating libraries digitize documents using commercially available scanners and non-proprietary machine-independent formats (initially Tagged Image File Format (TIFF) and others as required).

The earlier pilot study demonstrated that by adhering to standards applied to data format and data communications, such as the TCP/IP protocol suite used by computers in the Internet, and

by utilizing off-the-shelf equipment, it is possible to integrate dissimilar computing environments in libraries and research areas.

The transmission of images and electronic mail exchange is made possible through the standard TELNET/FTP capabilities of the TCP/IP protocol suite. Scanned image files are compressed for transmission using low-cost compression programs for the Macintosh. The Macintosh environment is the supported environment for the project. However, the system is not machine dependent as was demonstrated in the pilot study where NAL, by installing standards-compliant hardware and software to connect its customized DOS-based digitizing system to the Internet, was able to transmit and receive digitized images from NCSU Libraries. The system will accommodate both DOS and UNIX equipment that meets performance requirements.

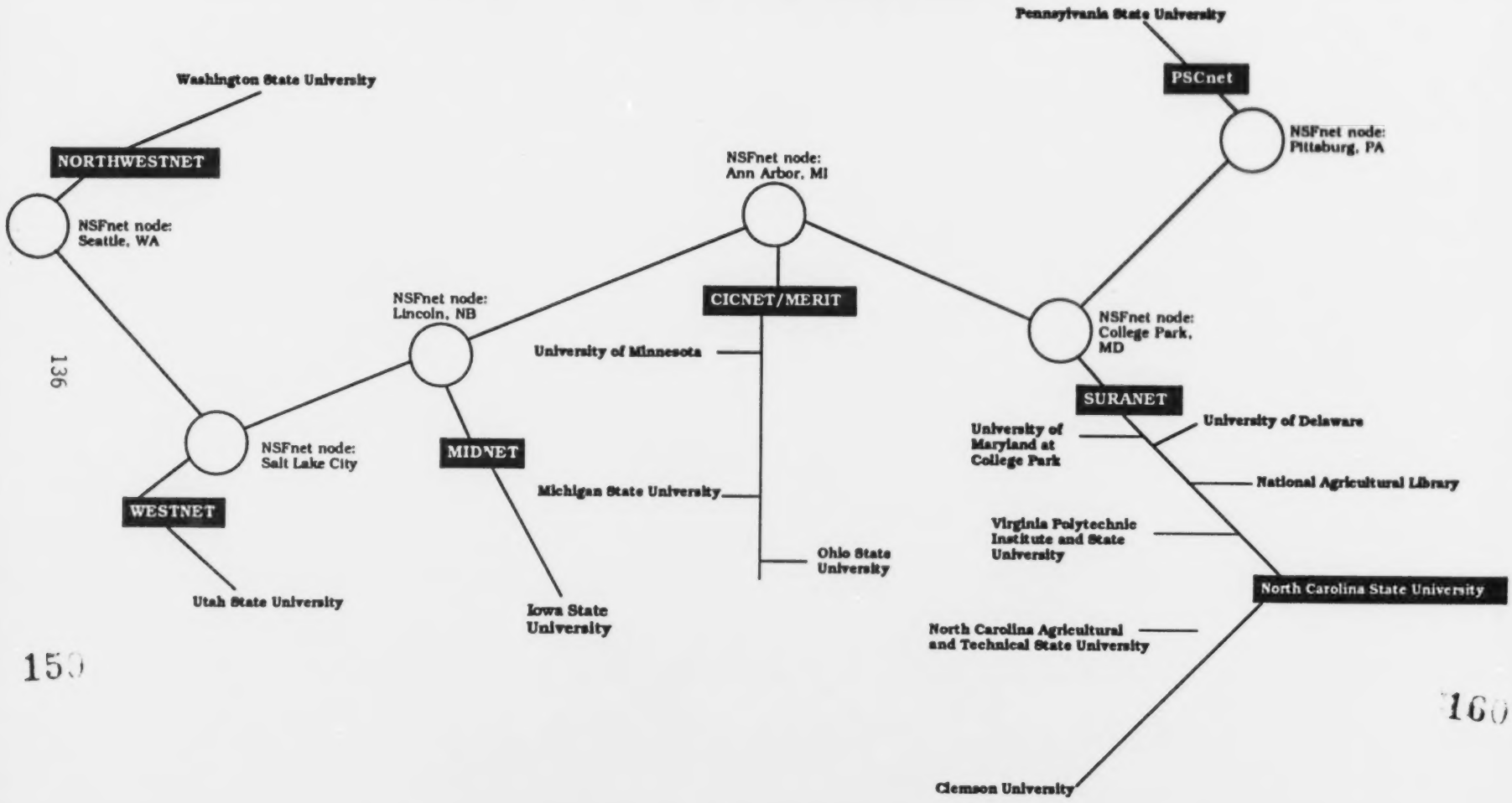
Workstation Configuration

The technical design is not limited to the digitization of printed materials. The application can be used to transmit, receive, view, and manipulate any machine-readable material libraries may wish to provide, including multi-media materials such as video. The Macintosh configuration outlined below is the supported environment for the purposes of this project.

Mac IIsi, 40 meg disk drive	$2,452.00
2-meg memory upgrade	99.00
IIsi NuBus expansion board	176.00
Monochrome monitor	291.00
Extended keyboard	167.00
Apple monitor stand	63.00
Abaton 300 GS scanner	1,030.00
Abaton scanner kit	259.00
Personal Laserwriter NT	2,176.00
Hardware subtotal	*7,613.00*
Word processor	120.00
White Knight communications	85.00
TIFF image editor program	150.00
Stuffit Deluxe compression	63.00
SuperPaint	95.00
Networking contingency	500.00
Super Laser Spool	85.00
NCSA Telnet	
System interface (under development)	N/A
Software subtotal	*1,098.00*
Grand Total	**$7,811.00**

For additional information, please contact:
Tracy M. Casorso
Project Manager, NCSU
TMCDHHL@NCSUVM.BITNET
TMCDHHL@NCSUVM.NCSU.EDU

NCSU Digitized Document Transmission Project
Network Connections: Logical Schematic
June 1991



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NCSU Digitized Document Transmission Project

Facsimile and Digitized Image Comparison

Attached is a specimen page from the August 19, 1991 issue of the journal *PC Week* reproduced using facsimile transmission and digitized image. The first page is the facsimile reproduction; the second page is the scanned reproduction.

The examples are original exhibits, not photocopies, in order to preserve the true appearance of each image. The digitized image was scanned at 300 dpi using half-tone scales, the facsimile image was created through Group III facsimile standard.

facsimile sample

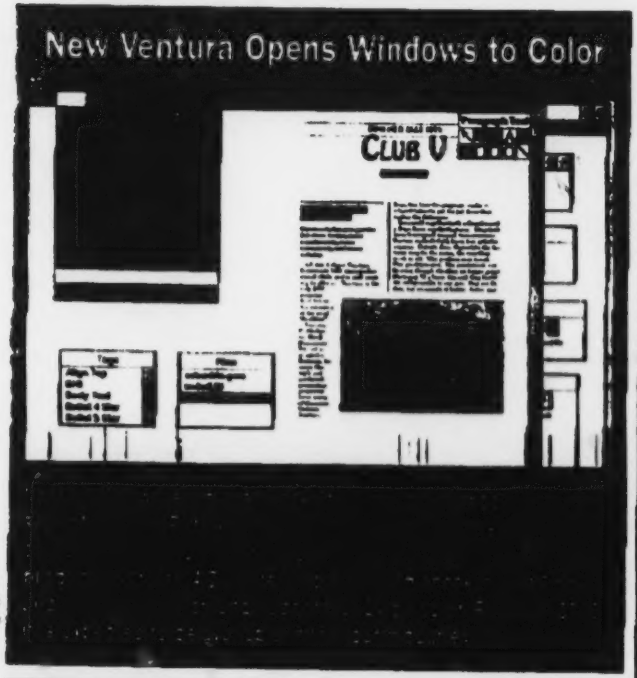
THE NATIONAL NEWSPAPER OF CORPORATE COMPUTING AUGUST 19 1991 VOL 8 NO 33 PRICE $3.95

PC WEEK

N.C. STATE UNIVERSITY SEP 16 1991 LIBRARIES

In Focus
MICROSOFT, IBM DEBATE DETAILS OF WINDOWS LICENSE 6

In Review
WINDOWS, DESQVIEW SQUARE OFF IN PC WEEK LABS TESTS 67



Borland Adds GUI Innovations To Quattro Pro

By Marc Ferranti

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Microsoft Gives a Peek At Excel Version 4.0. See Page 10.

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138
162
163
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digitized sample

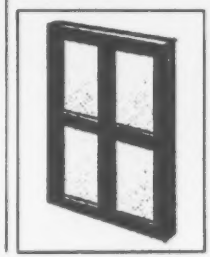
THE NATIONAL NEWSPAPER OF CORPORATE COMPUTING, AUGUST 19, 1991, VOL. 8 NO. 33, PRICE $3.95

PC WEEK

In News

MICROSOFT, IBM DEBATE DETAILS OF WINDOWS LICENSE 6

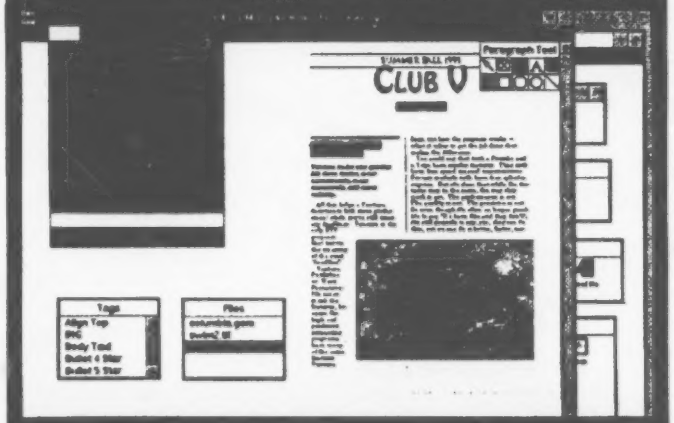
In Reviews



WINDOWS, DESQVIEW SQUARE OFF IN PC WEEK LABS TESTS 67

N.C. STATE UNIVERSITY
SEP 18 1991
THE LIBRARIES

New Ventura Opens Windows to Color



Ventura Software Inc. last week announced a forthcoming version of Ventura Publisher for Windows that will work with the company's new scanning, color-separation and image-editing products. Version 4.0 will feature a spelling checker, a search-and-replace function and support for 24-bit color. Priced at $795, it is expected to be available in the fourth quarter.

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Virginia Polytechnic Institute

INFO MENU

```
                    Virginia Tech User Information                  < INFO >

        (Move cursor to desired application and press PF2 or ENTER )

+-------------------------------------------------------------------------------+
|   ADMINSYS - Administrative Display System                                    |
|   CATALOGS - Central Stores,Chemistry,Computer Software & Systems             |
|   COMPCTR  - Computing Center Information                                     |
|   CONTRACT - State Contract Lists and Purchasing Information                  |
|   FACILITY - Facilities Information, Forms, and Reports                       |
|   FORMS    - University Transaction Forms                                     |
|   GOVERN   - Commission,Committee and Senate Minutes and Information          |
|   GRANTS   - Guidelines for Teaching-Learning Grant Proposals                 |
|   IRINFO   - Institutional Research Information System                        |
|   LIBRARY  - University Libraries Information                                 |
|   NEWS     - University News, Schedules, and Events                           |
|   PHONEDIR - Staff, Faculty and Department Telephone List                     |
|   PLAN     - University Planning Reports, Information, Comments               |
|   POSTINFO - University Postal Codes and Information                          |
+-------------------------------------------------------------------------------+
                                                              Screen 1 of 2
1= Help            2= Execute     3= Quit    4=          5=          6=
7= Previous Screen 8= Next Screen 9=         10=         11=         12= Quit
```

Select "LIBRARY"

```
                    Virginia Tech User Information                  < INFO >

        (Move cursor to desired application and press PF2 or ENTER )

+-------------------------------------------------------------------------------+
|   ASKUS    - Send a question or note to the Library                           |
|   -------- -                                                                  |
|   ARLSTAT  - Virginia Tech ARL Statistics                                     |
|   BOOKSUGG - Suggest a book for purchase by the Library                       |
|   CCRESERV - Computing Center manuals on Reserve                              |
|   STORAGE  - Request a book for retrieval from STORAGE (CHEDS)                |
|   E-JOURNL - Electronic Journals                                              |
|   ELECTRNC - Electronic databases, CD ROM and online                          |
|   EXTBOOK  - Extension Service - Requests for library books                   |
|   EXTPHOTO - Extension Service - Requests for photocopies                     |
|   HOURS    - University Libraries' Hours                                      |
|   ILLBOOK  - Request a book from Interlibrary Loan                            |
|   ILLPHOTO - Request a photocopy from Interlibrary Loan                       |
|   MEDIA    - Media Center information and catalogs                            |
```

Select "ILLBOOK"

introduction screen

FROM YOUR INTERLIBRARY LOAN OFFICE

So that we may continue to process ILL requests as quickly as possible, the ILL office reserves the right to process no more than five requests per patron per day. We regret any inconvenience this may cause.

We would like to remind our patrons that ILL is for research use only and should not be used for recreational or personal requests.

3=QUIT 10=NEXT

book request screen

```
                    INTERLIBRARY LOAN/BOOK LOAN REQUEST

Name:                                          Daytime Phone:
Department:
Status: _ Faculty      _ Graduate Student      _ Staff
Address:

Author:
      :
Title:
     :
Publisher:                Place:                Date:       Edition:

Where did you find out about this? (cited in):
  Title of Source:
  Date:               Vol.:           Pages:

Not wanted after           If item not in English, will you still accept?
Will you accept an alternate edition?

**********  PLEASE CHECK VTLS BEFORE SUBMITTING REQUEST  **********

1=HELP     3=QUIT     7=SEND     11=PREVIOUS
```

help screen

You are looking at the ILLBOOK request form. This form is used to request that a book be borrowed from another library on inter-library loan. Please fill in the information requested. Use the <TAB> key to move between the fields and press <F7> to send the form. If you do not want to send a form, press <F3> to quit. Keep pressing <F3> to leave the system. If you have any questions about this form please call the ILL office at 1-6344. A copy of this request will go back to your reader. Thank you.

MORE... VTVM1

SYSTEMS AND PROCEDURES EXCHANGE CENTER

RESOURCE-SHARING AND COOPERATIVE AGREEMENTS

ASSOCIATION OF RESEARCH LIBRARIES OFFICE OF MANAGEMENT SERVICES

NETWORK OF ALABAMA ACADEMIC LIBRARIES

POLICY

INTERLIBRARY LOAN REIMBURSEMENT PROGRAM

The Network of Alabama Academic Libraries seeks to enhance statewide access to library resources. To facilitate resource sharing through interlibrary lending of materials among NAAL members, the Network has developed a program to reimburse members for interlibrary loan transactions. Participation in the reimbursement program does not require major shifts in internal procedures or patterns of lending, but it is subject to the following provisions:

1. All NAAL general members participate in the Interlibrary Loan reimbursement program and make their library resources available for interlibrary loan under the same policies that they loan materials to their own users.

2. All NAAL cooperative members that are not included in other interlibrary loan reimbursement programs are eligible for reimbursement for interlibrary loan transactions with other NAAL general or cooperative members.

3. SOLINET and DOCLINE interlibrary loan statistics will be the source of statistics for reimbursement. Each library within a general member institution having a separate OCLC symbol will provide these statistics to NAAL. Statistics for cooperative members will be derived from reports submitted by the general members.

4. NAAL agrees to pay the cost for one OCLC Monthly ILL Activity Report subscription for each OCLC/SOLINET library in a general member institution. The library will absorb the postage and page charges for the report.

5. Only completed interlibrary loan transactions between NAAL general and cooperative members will be used in computing statistics for reimbursement.

6. NAAL members agree to handle interlibrary loan requests from other NAAL members on a priority basis.

7. NAAL members agree to exhaust instate resources of NAAL members before borrowing from out-of-state institutions.

8. Each library agrees to use the telefacsimile network to provide photocopies used to fill interlibrary loan requests from the libraries in NAAL member institutions unless the quality of the photocopy is too poor to be transmitted via telefacsimile.

9. First priority for compensation will be to institutions which are net lenders, that is, those institutions which lend more items to NAAL members than they borrow from NAAL members.

10. Compensation will be paid at the rate $7.50 per completed NAAL net lending transaction, that is, the balance of NAAL lending transactions in excess of the institution's NAAL borrowing transactions. Photocopies sent in lieu of the original item will be reimbursed at the rate of $7.50 per bibliographic item. Any funds remaining in the resource sharing account after computing payment for net lending will be disbursed on the basis of each institutions' percentage of the total borrowing and lending transactions among participating NAAL libraries. This rate of compensation will be reviewed at the end of the reporting year.

11. Participating members agree not to charge any handling fees, photocopy charges, or postage costs to other participating members.

12. For reporting purposes, the statistical reporting year will end June 30. Reimbursement will be made annually.

The Advisory Council of the Network of Alabama Academic Libraries will review the Interlibrary Loan Compensation Program annually and make changes, if needed, for each fiscal year.

Network of Alabama Academic Libraries
Adopted by the Advisory Council, October 22, 1985
Amended by the Advisory Council, July 22, 1986
Revised by the Advisory Council, October 27, 1987
Revised by the Advisory Council, September 28, 1988
Revised by the Advisory Council, August 2, 1989

NOTE: Beginning October 1, 1989, the members use UPS for delivery of all ILL items that cannot be sent via fax. Costs for the UPS service are paid by NAAL.

Brigham Young University 89 1030

UTAH NETWORK OF COOPERATING LIBRARIES
Net-Lender Reimbursement Program

A G R E E M E N T

THIS AGREEMENT is made and entered into this first day of July, 1988, by and between the Utah State Library hereinafter referred to as the State Library, and the Brigham Young University, Lee Library, hereafter referred to as Member Library. The initial term of this Agreement shall be for twelve months commencing July 1, 1988, and terminating June 30, 1989. The terms of this agreement supercede all previous agreements under the State Library's Net-Lender Reimbursement Program.

W I T N E S S E T H:

WHEREAS, this agreement is entered into for the purpose of reducing to writing a previous verbal agreement for furnishing information resources and services to other libraries in Utah using in-house personnel, collections, and information systems.

NOW THEREFORE, in consideration of the premises and the mutual covenants and promises hereinafter contained, the parties hereto agree as follows:

1. Member Library agrees to join and maintain membership in good standing in the Utah Network of Cooperating Libraries, a program of the State Library, hereafter referred to as UNCL.

2. Upon request, Member Library will provide without charge priority interlibrary loan service to other Utah libraries, supplying originals, xerox, telefacsimile, or other copies of information resources held in its collection.

3. Member Library will report its interlibrary loan activity on a monthly basis using the Interlibrary Loan Council of Utah's "ILL Activity Report" form (see Exhibit A). The completed ILL Activity Report will be mailed to the UNCL Administrative Office by the 15th day of each month reporting activity for the previous month.

4. The State Library will receive and tabulate Member Library's interlibrary loan statistics on a cumulating monthly basis. At least every six months, but not more often than every quarter, the State Library will report interlibrary loan statistics to Member Library, specifically giving total items supplied by Member Library to other Utah libraries, and total items received by Member Library from other Utah libraries during the reporting period. Using these figures,

Member Library net loans (the number of items supplied to Utah libraries in excess of the number of items received from other Utah libraries) will be established and reported.

5. On the basis of the statistical report, the State Library will reimburse Member Library on a per unit basis for each net loan (as defined in paragraph 4 above) made by Member Library during the reporting period. The per unit reimbursement amount will be established by dividing the total number of reimburseable net loans made during the reporting period into the total dollars allocated to the net-lender reimbursement program by the State Library for the period covered. Per unit reimbursement will range up to $6 in any given reimbursement period. Loans made to libraries of private, for-profit corporations which do not belong to UNCL, or loans made through channels in which payment or reimbursement of the Member Library is traditionally sought or required from the recipient library or other sources will not be counted in calculating the net loan reimbursement paid to Member Library by the State Library. Reimbursement will be made within thirty days of the end of the reporting period.

6. Member Library agrees to use reimbursement payments to develop its resource-sharing capacity over and above current levels of support, and to report the specific uses of these funds annually to the UNCL Administrative Office.

7. This Agreement shall be governed and interpreted under the laws of the State of Utah.

8. Member Library shall be an independant contractor and as such shall have no authorization express or implied to bind the State of Utah or the State Library to any agreement, settlement, liability or understanding whatsoever, nor to perform any acts as agent for the State of Utah except as herein expressly set forth.

9. Member Library agrees to indemnify and save harmless the State of Utah and the State Library and their officers, agents and employees from and against any and all loss, damages, injuries, liability and claim therefor, including claims for personal injury or death, damages to personal property and liens of workmen and materialmen howsoever caused resulting directly or indirectly from the performance of this Agreement by Member Library.

10. This Agreement may be terminated on ninety days written notice by either party hereto and may be immediately terminated for cause or other bad faith performance by either party upon written notice. In the event of such early termination, the cost and other compensation provided for hereunder are to be apportioned on a month-to-month basis, to the end of the month for which any services have been rendered by either party to this Agreement.

11. Payments by the State Library under this Agreement are subject to the Utah Legislature appropriating such funds.

IN WITNESS WHEREOF, the parties hereto have set signatures the date and year first above written.

DEPT. OF COMM. & ECON. DEVELOPMENT

Director, State Library Division

9-6-88

Date

Brigham Young University, Lee LIBRARY

Director

8-30-88

Date

Alice Shearer

Executive Director, DCED

9-9-88

Date

APPROVED AS TO AVAILABILITY OF FUNDS:

Sandra Z Nash

Department Budget Analyst

9-12-88

Date

APPROVED FOR EXPENDITURE:

Pleri Carlson

Division of Finance

9-15-88

Date

SPGSC Contract # IAC(92-93)0856
TSL Contract #452.30
0424

University of Houston

THE STATE OF TEXAS

INTERAGENCY COOPERATION CONTRACT

COUNTY OF TRAVIS

THIS CONTRACT AND AGREEMENT is entered into by and between the State agencies shown below as Contracting Parties, pursuant to the authority granted and in compliance with the provisions of "The Interagency Cooperation Act", Article 4413 (32) V.C.S.

I. CONTRACTING PARTIES:

The Receiving Agency: Texas State Library and Archives Commission

The Performing Agency: University of Houston VID #37307307308000

II. STATEMENT OF SERVICES TO BE PERFORMED:

The Performing Agency will fill requests for the loan or photocopying of library materials to all Texas public, academic, and special libraries without charge when those requests are received on the OCLC interlibrary loan system from the ten interlibrary loan centers that make up TexNet: Abilene Public Library; Amarillo Public Library; Austin Public Library; Corpus Christi Public Library; Dallas Public Library; El Paso Public Library; Fort Worth Public Library; Houston Public Library; Lubbock Public Library; San Antonio Public Library.

III. BASES FOR CALCULATING REIMBURSABLE COSTS:

Reimbursement will be made for a maximum of 1,500 net loans at $4.00 each. The number of loans will be determined by analyzing the lending and borrowing activity reported in the OCLC statistical reports.

IV. CONTRACT AMOUNT:

The total amount of this contract shall not exceed: $6,000.00

Six Thousand Dollars.

V. PAYMENT FOR SERVICES:

Receiving Agency shall pay for services received from appropriation items or accounts of the Receiving Agency from which like expenditures would normally be paid, based upon vouchers drawn by the Receiving Agency payable to the Performing Agency.

Payments for service performed shall be billed annually.

Payments received by the Performing Agency shall be credited to its current appropriation item(s) or account(s) from which the expenditures of that character were originally made.

Form PGSC-400 9-1-79

VI. TERM OF CONTRACT:

This contract is to begin ~~September 1, 1991~~ 11-8-91, and shall terminate August 31, 1992 (Term of Contract cannot transcend the biennium.)

THE UNDERSIGNED CONTRACTING PARTIES do hereby certify that, (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected agencies of State Government, (2) the proposed arrangements serve the interest of efficient and economical administration of the State Government, and (3) the services, supplies or materials contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest responsible bidder.

RECEIVING AGENCY further certifies that it has the authority to contract for the above services by authority granted in V.T.C.A., Government Code § 441.006; § 441.135.

PERFORMING AGENCY further certifies that it has authority to perform the services contracted for by authority granted in V.T.C.A., Education Code § 111.36 and Current Appropriations Act.

SUBJECT TO THE APPROVAL of the State Purchasing and General Services Commission, the undersigned parties bind themselves to the faithful performance of this Contract. It is mutually understood that this Contract shall not become effective until approved by the State Purchasing and General Services Commission, and that such approval must be obtained prior to the beginning date of the Contract.

RECEIVING AGENCY	PERFORMING AGENCY
Texas State Library and Archives Commission Name of Agency	University of Houston Name of Agency
By: Wm D Gooch Authorized Signature	By: Authorized Signature M. Thomas Jones
William D. Gooch Director and Librarian Title	Senior Vice President for Administration and Finance Title
Date: Oct 4, 1991	Date: 10/25/91

EXAMINED and APPROVED this the _____ day of 11-8-91, A.D., 19__.

APPROVED AS TO FORM:

UNIVERSITY OF HOUSTON

STATE PURCHASING AND GENERAL SERVICES COMMISSION

By: Kay Brewer
~~Director, Centralized Services Division~~

General Cooperative Agreement No. 58-0520-2-104

This Cooperative Agreement is made and entered into by Iowa State University, hereinafter referred to as the Cooperator, and the U.S. Department of Agriculture, National Agricultural Library, hereinafter referred to as NAL.

WHEREAS, the Cooperator and the NAL are both engaged in providing library document delivery services to agricultural researchers and program personnel in Iowa and the Mid-Continent, United States, with a considerable amount of joint agricultural research being conducted between the Experiment Stations and the Cooperator; and

WHEREAS, it is of benefit to the State land-grant library to assist with library and information services for agricultural researchers in its State; and

WHEREAS, it is of benefit to the National Agricultural Library to provide this document delivery service to its (USDA) field personnel via the State land-grant library;

WHEREAS, the Cooperator is authorized to cooperate with other State, local, or national organizations or agencies whether voluntary or created by the laws of any political division thereof, and to enter into contracts and Agreements within and without the State; and

WHEREAS, the cooperative function to be conducted under this Cooperative Agreement will be collaboratively planned and conducted; and

WHEREAS, it is the intention of the parties to this Cooperative Agreement that such work shall be for their mutual benefit and the benefit of the people of the United States; and

NOW, THEREFORE, for and in consideration of the promises and mutual covenants herein contained, and other good and valuable considerations, the parties hereby mutually agree with each other as follows:

A. The Cooperator Agrees:

1. To provide document delivery services for USDA personnel in the Region, and to serve as Regional Coordinating Center for a document delivery service to USDA personnel via land-grant libraries of the other States in the Region. Additional States may be included by mutual agreement.

2. To receive document requests from USDA personnel and libraries in the Region, and relay them to NAL when they cannot be completed by the Cooperator.

3. To provide a monthly statistical report on activities to NAL, quarterly report on turnaround delivery time, and an annual statistical and narrative report of the service.

4. To alert NAL to problems which may need assistance, policy questions which need joint resolution, and counseling on the methods and approaches to be used.

5. To provide necessary personnel, travel of the Cooperator's employees engaged in the project, materials, available equipment, supplies, and facilities as mutually agreed upon.

6. To prepare, in consultation with NAL, plans and outlines of the project to be undertaken.

7. To submit the Performance and Final Reports as specified in ARS-452, paragraph 11, entitled Reports of Work to the Authorized Departmental Official's Designated Representative (ADODR) at the address shown on Page 1, Form ARS-451. The Final Performance Report shall include a Patent Disclosure Statement. Form D-882, entitled Report of Inventions and Subcontracts may be used for this purpose.

8. The Cooperator shall submit Financial Status Reports as specified in OMB Circular A-110, Attachment G, entitled Financial Reporting Requirements, to the ADODR. As a minimum, Financial Status Reports shall be submitted annually with a final report submitted upon completion of the Agreement.

B. NAL Agrees:

1. To partially reimburse the Cooperator in areas for allowable, reasonable, allocable, and necessary costs in an amount not to exceed that given in the Federal Obligation Block of ARS Form 451, a part hereof. These funds are available only during the Federal Fiscal Year in which they are obligated by NAL. Any funds remaining at the end of the Federal Fiscal Year not properly obligated by the Cooperator shall return to NAL. Indirect costs are not allowable.

2. To negotiate variations in workload and pricing on proof of need and availability of funds.

3. To work closely with the Cooperator in planning and conducting the activity outlined in paragraph A above.

4. To assist in the analysis of data and preparation of reports based on data obtained from the studies.

5. To make personnel and specialized equipment available to the project, and as mutually agreed upon, such equipment to remain the property of NAL, subject to its disposition.

Specific Cooperative Agreement No. 58-0520-2-104

C. It is Mutually Understood and Agreed:

1. That the funding shown in the Federal Obligation block on ARS Form 451, page 1 hereto, is hereby applied under the Agreement to cover the anticipated costs to be reimbursed to the Cooperator for work as outlined herein. Additional funding may be added under the Agreement as provided for herein through the date shown in the Agreement Period block on ARS Form 451.

2. That prior to completion of the effort described, the parties will review the results and determine the benefits of continuing the project. In the event the project is continued, this Agreement will be amended to provide for the additional efforts and obligations of the parties.

That no part of the funds made available by NAL to the Cooperator shall be expended for capital improvements, nonexpendable equipment, or travel of NAL employees without specific prior approval of the Authorized Departmental Officer (ADO).

4. The reimbursement of Cooperator indirect costs and tuition remission is not allowable under this Agreement.

5. That not all of the costs for documents delivered by the land-grant libraries will be covered by the pricing schemes as negotiated and that this will be their societal investment in library services for personnel in their States and Region.

6. That payments by NAL to the Cooperator will be made quarterly for expenditures for each previous quarter, based on the Federal Fiscal Year, as reflected on properly executed invoices or vouchers to be prepared by the Cooperator and submitted to the ADODR at the address shown on Page 1, Form ARS-451.

7. Checks covering payments under this Cooperative Agreement will be drawn in the name of the Cooperator unless a written request from the Cooperator accompanies the billing requesting, for purposes of check identification, that such checks also include the name of a particular department of the Cooperator's organization. If further check identification is needed, the Cooperator may (a) number the invoice and request that it be shown on the check, (b) submit the invoice in duplicate and request that one copy of the invoice be returned with the check, or (c) request that the Cooperative Agreement number cited on the invoice be shown on the check.

8. That the Cocperator will use it best efforts to provide performance under this Agreement within the Federal Obligation amount shown on Page 1 of this Agreement and notify the ADODR when it is anticipated that performance under this Cooperative Agreement will exceed this amount. The Cooperator is not obligated to continue performance under this Agreement or otherwise incur costs in excess of the Federal Obligation amount unless authorized by the ADO. ADO authorization may retroactively provide for allowable costs incurred prior to the authorization and over the Federal Obligation amount; unless the ADO issues a termination or other notice directing that the authorized increase is solely to cover termination or other specified expenses.

9. That Cooperator employees while engaged in work at NAL will be governed by the rules and regulations of the U.S. Department of Agriculture, with regard to hours or work, conduct, dissemination of information, use of facilities and related matters, and observance of all safety rules.

10. NAL may technically supervise work of a Cooperator's employees while engaged in activity under this Agreement; however, NAL may not intervene in the employer-employee relationship between a Cooperator and its employees. In addition, NAL may not act so as to hire or otherwise engage in the personnel management of a Cooperator's employees.

11. The Cooperator shall provide and maintain the necessary types of insurances, as may be needed under this Agreement, including but not limited to workers' compensation, employer's liability, and comprehensive general liability in amounts sufficient to protect the Federal Government's interest in not being subject to unwarranted damage claims resulting from the Cooperator's use of NAL facilities.

12. Either party may furnish equipment and/or facilities at no cost to the other, as may be mutually agreed to between the Cooperator and ADODR for successful completion of this project; however, in no matter shall NAL be held liable for damage or loss of Cooperator's property located at NAL facilities.

13. Data which are collected, compiled, and evaluated under this Cooperative Agreement shall be shared and mutually interchanged by the Cooperator and NAL with the final results of this project made available to both parties.

Specific Cooperative Agreement No. 58-0520-2-104

14. That the Cooperator will not refer in advertising in any manner to the Federal Government or agencies thereof in connection with the use of the results of this work without prior specific written authorization by the ADO. Unless otherwise provided herein, information obtained as a result of this project will be made available to the public in printed or other form by the Government at its discretion, giving due credit for cooperation of the Cooperator.

15. Any public information released concerning work carried out under this Cooperative Agreement will describe the contributions of both parties to the effort.

16. Any technical publication developed as a result of this Cooperative Agreement shall be submitted by the developing party to the other for advice and comment. In event if dispute, a separate publication may be made with effective statements of acknowledgment and disclaimer.

17. NAL participation shall be subject to passage by the Congress of the United States of an appropriation of funds for the fiscal year from which expenditures may be legally made.

18. This Cooperative Agreement may be amended by the ADO at any time by mutual Agreement between the parties in writing. Unilateral amendments may be issued by the ADO for changes which are purely administrative in nature including changes caused by legislative action.

19. This Cooperative Agreement may be terminated by either of the parties upon 60 calendar days' notice in writing of one party to the other party.

20. Unavailability of funds by NAL for succeeding fiscal years will cause this Cooperative Agreement to automatically terminate as of close of business on the last day of the Fiscal Year in which funding is available, and such conditions will override the normal 60 calendar days' advance termination notice provided in C.19. NAL will promptly advise the Cooperator if funds become unavailable.

21. The ADO has delegated ADCOR responsibilities to the individual named on Page 1 of this Agreement subject to the limitations as provided for in the ADCOR Designation and Instructions attached hereto.

22. Forms for submission of information as prescribed in this Agreement are available from the ADO at the Agency address shown on ARS Form 451, page 1.

23. Disclosure statements as required by ARS Form 452, paragraph 20, entitled Patents and Copyrights will be submitted through the ADO at the Agency address shown on ARS Form 451, page 1.

24. The term "Agricultural Research Service (ARS)" is replaced by the term "National Agricultural Library (NAL)" in the Special Provisions, a part hereof.

25. Correspondence and documentation regarding this Agreement should cite Agreement Number 58-0520-2-104; and, copies of such correspondence and documentation between the Cooperator and the ADODR shall be sent by the originating party to the ADO at the Agency address shown on ARS Form 451, page 1.

Project No. 92-L-002

1992 IOWA INTERLIBRARY LOAN CONTRACT

THIS CONTRACT is made by and between the State Library of Iowa, a Division of the Iowa Department of Cultural Affairs, hereafter referred to as the State Library, and the Iowa State University Library, located in the city of Ames and the county of Story, hereafter referred to as the University Library, in accordance with the terms and conditions set forth below.

WHEREAS the University Library gives all assurances for compliance with the Code of Iowa and other applicable local, state and federal regulations, policies, guidelines, and requirements as they relate to the application, acceptance and use of state funds;

WHEREAS the University Library has submitted to the State Library a signed copy of the Iowa Interlibrary Loan Program Letter of Agreement and has agreed to comply with the requirements of that program, and the State Librarian has approved said agreement;

NOW THEREFORE, it is mutually understood and agreed that the University Library shall administer an Iowa Interlibrary Loan Program as follows:

1. General: Project title: Free Interlibrary Loan to Iowa Libraries
Date of project approval by State Librarian: September 6, 199
Total amount of state money: $18,692.00

2. The University Library shall agree:

   A. To comply with all terms, conditions and assurances of the Iowa Interlibrary Loan Program. Changes must be requested in writing and receive written approval from the State Librarian prior to execution.

   B. To maintain the funds received under this agreement in a separate account.

   C. To request funds by formal written request on a State of Iowa claim voucher.

   D. To claim one-third of the contract amount after September 30, 1991, one-third after December 31, 1991, and one-third after March 31, 1992.

   E. To furnish the State Library such compliance information as shall be required by the State Library.

   F. That no reimbursement under the Iowa Interlibrary Loan Program will be made for transactions among Iowa State University, the University of Iowa, or the University of Northern Iowa.

3. The State Library agrees:

   A. To monitor the project.

   B. To disburse funds upon receipt of the signed claim vouchers.

4. If at any time during the course of the life of this Contract, the State Library has reason to believe that the University Library is not acting in accordance with the terms of this Contract or that the University Library is not operating the project as described in this Contract, the terms of which are incorporated by reference herein, the University Library shall be notified in writing of such

noncompliance. Within ten (10) days after receipt of such notification, the University Library and the State Library shall meet to review the inadequacies as set forth in the notification of such by said letter. If the inadequacies are not corrected within a reasonable time, the State Library shall withdraw state support of the project as set forth in this agreement. All equipment, materials, etc., deemed valuable by the State Library shall be returned to the State Library.

5. In the event of cessation of the total project, or that materials purchased for project cease to be utilized for the aims and purposes of the approved grant proposal and budget as described in the grant application, the State Library has the authority to recall the equipment, materials, etc., that were purchased with state funds, and place them in an agency where the original goals of the project will be fulfilled as stated in the application.

AND IT IS FURTHER, mutually understood and agreed that the afore-mentioned services of the State Library and the University Library shall become effective upon receipt by the State Library of the funds appropriated by the 73rd General Assembly. In the event that such federal funds are not received by the State Library this agreement shall be void.

Signed: Nancy L. Eaton
Nancy L. Eaton
Dean of Library Services

Date: January 2, 1992

Signed: Sheila Berger
State Librarian

Date: 12/28/91

Signed: Richard E. Hasbrook
Richard E. Hasbrook
Contracts and Grants Officer

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KSU
KANSAS STATE UNIVERSITY

Libraries

Manhattan, Kansas 66506
913-532-6516

June 5, 1991

Ms. Martha Richardson
Interlibrary Loan Department
Room 150, Parks Library
Iowa State University
Ames, IA 50011

Dear Martha,

At a recent meeting of the ABEUL Deans and Directors, it was determined that three additional libraries should be included in the current MASUA/ABEU agreement for reciprocal photocopies. They are the University of Wyoming (WYU), the University of Arkansas (AFU) and the University of New Mexico (IQU). As per the agreement, all participants should receive up to 30 photocopied pages free and should provide the same. Note "ABEU" on your requests as a reminder of the agreement.

If you had not learned of these changes, and would like additional information, please contact your Dean or myself. As for Kansas State University, we will begin to include WYU, AFU, and IQU in our reciprocal photocopy agreement immediately.

The current ABEU participants are:

AFU - University of Arkansas, Fayetteville
COD - University of Colorado, Boulder
COF - Colorado State University, Ft. Collins
IQU - University of New Mexico, Albuquerque
OKU - University of Oklahoma, Norman
OKS - Oklahoma State University, Stillwater
KKU - University of Kansas, Lawrence
KKS - Kansas State University, Manhattan
MUU - University of Missouri, Columbia
LDL - University of Nebraska, Lincoln
IWA - Iowa State University, Ames
WYU - University of Wyoming, Laramie

Thank you for your cooperation and willingness to work together as we try to provide needed research materials to our patrons.

Sincerely,

Brenda J. Evans

Brenda J. Evans
Interlibrary Loan Unit Head
Farrell Library
Kansas State University
Manhattan, KS 66506
(913) 532-7463

cc: ABEUL Deans and Directors
Cherie Geiser, KSU General User Services Chair

University of Kentucky

RECIPROCAL INTERLIBRARY LOAN AGREEMENT

The undersigned hereby agree to waive interlibrary book loan and photocopy charges on a reciprocal basis. Any limitations to the agreement are attached. The agreement for the University of Kentucky excludes the Agriculture, Law, and Medical Center Libraries. The agreement for _____ _____ Library include the following library or libraries: _____.

This agreement may be cancelled by either party with 30 days notice at any time by written notification to the other party.

This agreement pertains to: ____Books ____Unlimited photocopy ____Telefax transmission

****

For University of Kentucky, Margaret I. King Library

_____ _____
Signature Date

Barbara Hale
Head, Interlibrary Loan Unit
M.I. King Library
University of Kentucky
Lexington, KY 40506-0039

Telephone: (606) 257-3353 Telefax: (606) 257-1563 OCLC Symbol: KUK

****

For_____Library

_____ _____
Signature Date

_____
Name and Title

_____
Library/Institution

_____
Address

Telephone: _____ Telefax: _____ OCLC Symbol: ____

BEST COPY AVAILABLE

Oklahoma State University

STATE NET LENDER AGREEMENT

OKLAHOMA TELECOMMUNICATIONS INTERLIBRARY SYSTEM (OTIS)
ACADEMIC LIBRARY CONTRACT

THIS CONTRACT made and entered into on this 1st day of July, 1989, by and between the Oklahoma Department of Libraries, hereinafter referred to as the Department, and the Oklahoma State University Library, hereinafter referred to as the Library.

WITNESSETH:

WHEREAS, the Library agrees to provide interlibrary loan services to the Oklahoma Telecommunications Interlibrary System, hereinafter referred to as OTIS, through the OCLC Online Computer Library Center.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

I. Project Actions:

A. The Library shall:

1. Request interlibrary loans (ILL) in accordance with the Interlibrary Loan Code for the State of Oklahoma, Exhibit A, and the National Interlibrary Loan Code, Exhibit B.

2. Use the OTIS Network Protocol, Exhibit D, to borrow ILL materials from other libraries in Oklahoma.

3. Verify ILL requests not included in the OCLC data base, when possible.

4. Respond to the OCLC Interlibrary Loan Subsystem Message File for ILL requests from Oklahoma libraries and report disposition of the requests.

5. Loan ILL materials free of charge to requesting libraries, postage prepaid.

6. Submit monthly statistical reports to the Department by the 15th of each month on forms provided by the Department, Exhibit E

7. Advise the Department of any difficulties arising in the operation of the OTIS which might jeopardize its success.

B. The Department shall:

1. Fill ILL requests received from the Department's collections.

2. Reimburse the Library AMIGOS/OCLC charges for: Telecommunication Fee ($1,812.00), Telecommunication/Modem Fee ($1,260.00) and Terminal Maintenance Fee ($372.00) for terminal used for interlibrary loan.

C. The Library will keep separate accounting records of grant funds and retain such records for a period of five (5) years. Keep copies of transactions for borrowing and lending for a period of one (1) year or deposit same with the Department upon request for use by State or Federal officials for planning, evaluation or research. Such records relating to this contract shall be accessible and available for examination by persons authorized by the Department, designated auditors, and the U.S. Department of Education.

D. The library shall provide three (3) months formal notice of intent to terminate participation in the OTIS. In the event service is terminated, the Library shall deliver to the Department copies of all reports due, equipment and materials acquired or prepared as a result of the Department's recognition of the Library as an OTIS Transmission Site.

E. The Department will meet the Federal government requirements for monitoring programs and projects through review of financial and evaluation report submitted by the grantee, making site visits to verify that grant funds are expended for the purposes for which the grant has been made, assessing whether activities underway or completed are contributing toward meeting the objectives of the project, randomly reviewing financial and other administrative records for compliance with Federal and State requirements, and performing any other inspections necessary to insure that Federal law and regulations applicable to the State Plan and its provisions are being met. The subgrantee shall make available project records and personnel to enable the Department to monitor this project. The procedures to be used shall be as set forth in the Department's Library Services and Construction Act Monitoring Guide.

F. The Assurance of Compliance (Form HEW 441) for the Library shall be on file with the Department before payment under this contract is issued.

IV. Project Miscellany:

A. The Library will comply with the applicable provisions of the Oklahoma Long-Range Program, and Annual Program for the Library Services and Construction Act, as amended, and related rules and regulations.

B. The Library shall not discriminate against any person because of race, color, religion, ancestry, sex, age, national origin or physical handicap.

C. In the event that either party fails to comply with any of these provisions, the second party shall provide written notification of noncompliance. Upon receipt of such notification the party shall have fifteen (15) days to come into compliance or may in writing request a meeting for negotiating an amendment to the agreement. Failure to comply or for the parties to come to agreement will serve to cancel this agreement. Should noncompliance be confirmed, the Department will terminate this contract, require repayment of unexpended funds, and may take possession of items purchased under this contract with federal funds for reassignment to other programs and projects under the State Plan for the LSCA.

D. Any equipment or resources no longer used for the purpose for which they were originally purchased under the grant, are subject to reclaiming by the Department for reassignment to other programs and projects under the State Plan for the LSCA.

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V. Project Timetable:

A. The terms of this contract shall be from July 1, 1989 to June 30, 1990. The contract period may not be extended.

B. If this contract has not been signed by both parties within by September 30, 1989, it shall become null and void.

VI. Authority:

Each signatory to this contract declares that he/she has legal authority for obligating the entity he/she represents for the benefits and/or liabilities resulting under said contract and accepts liability for any misrepresentation of such authority.

OKLAHOMA STATE UNIVERSITY LIBRARY

Official with Authority to Contract

Date

Librarian

7/25/89
Date

OKLAHOMA DEPARTMENT OF LIBRARIES

Robert L. Clark, Jr., Director

Date

FOR USE BY THE OKLAHOMA DEPARTMENT OF LIBRARIES

Assurances

1. Consistent with and provided for under the FY1989 Annual Program, Project No. III Objective or Action No. B-1.

Beverly Jones 6-29-89
Chief Planning Officer

2. Funds 40589 and 40590 are encumbered for this contract.

B. Riddle 6/29/89
Business Manager

3. Lead Officer aware of this obligation.

Mary Harder 6/29/89
Lead Officer

XC: JAH
NEP
MAS

Vice-President for Business Affairs
THE UNIVERSITY OF TEXAS AT AUSTIN

Main Building 102
(512) 471-1422

Inter-Office Memorandum

DATE: November 26, 1991

TO: Ms. Terry Newman

FROM: Annela M. Lopez Annela M. Lopez

SUBJECT: INTERAGENCY COOPERATION CONTRACT (92-93)-0793

I am enclosing for your files and/or distribution your copy of the above referenced contract between The University of Texas at Austin (The General Libraries) and the Texas State Library and Archives Commission.

This contract will be submitted to the Board of Regents for placement on the next institutional docket. Other distribution made by our office this date is indicated below.

Enclosure

xc: Mr. Michael A. Findeisen (w/xerox copy of contract)

SPGSC Contract # 800(92-93) 0 2 1 3
TSL Contract #452.34
0424

THE STATE OF TEXAS

INTERAGENCY COOPERATION CONTRACT

COUNTY OF TRAVIS

THIS CONTRACT AND AGREEMENT is entered into by and between the State agencies shown below as Contracting Parties, pursuant to the authority granted and in compliance with the provisions of "The Interagency Cooperation Act", Article 4413 (32) V.C.S.

I. CONTRACTING PARTIES:

The Receiving Agency: Texas State Library and Archives Commission

The Performing Agency: The University of Texas at Austin VID #37217217217000 (The General Libraries)

II. STATEMENT OF SERVICES TO BE PERFORMED:

The Performing Agency will fill requests for the loan or photocopying of library materials to all Texas public, academic, and special libraries without charge when those requests are received on the OCLC interlibrary loan system from the ten interlibrary loan centers that make up TexNet: Abilene Public Library; Amarillo Public Library; Austin Public Library; Corpus Christi Public Library; Dallas Public Library; El Paso Public Library; Fort Worth Public Library; Houston Public Library; Lubbock Public Library; San Antonio Public Library.

III. BASES FOR CALCULATING REIMBURSABLE COSTS:

Reimbursement will be made for a maximum of 850 net loans at $4.00 each. The number of loans will be determined by analyzing the lending and borrowing activity reported in the OCLC statistical reports.

IV. CONTRACT AMOUNT:

The total amount of this contract shall not exceed: **$3,400.00**

Three Thousand Four Hundred Dollars.

V. PAYMENT FOR SERVICES:

Receiving Agency shall pay for services received from appropriation items or accounts of the Receiving Agency from which like expenditures would normally be paid, based upon vouchers drawn by the Receiving Agency payable to the Performing Agency.

Payments for service performed shall be billed annually.

Payments received by the Performing Agency shall be credited to its current appropriation item(s) or account(s) from which the expenditures of that character were originally made.

VI. TERM OF CONTRACT:

This contract is to begin ~~September 1, 1991~~ 10-25-91, and shall terminate August 31, 1992 (Term of Contract cannot transcend the biennium.)

THE UNDERSIGNED CONTRACTING PARTIES do hereby certify that, (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected agencies of State Government, (2) the proposed arrangements serve the interest of efficient and economical administration of the State Government, and (3) the services, supplies or materials contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest responsible bidder.

RECEIVING AGENCY further certifies that it has the authority to contract for the above services by authority granted in V.T.C.A., Government Code § 441.006; § 441.135.

PERFORMING AGENCY further certifies that it has authority to perform the services contracted for by authority granted in V.T.C.A., Education Code § 65.31 and Current Appropriations Act.

SUBJECT TO THE APPROVAL of the State Purchasing and General Services Commission, the undersigned parties bind themselves to the faithful performance of this Contract. It is mutually understood that this Contract shall not become effective until approved by the State Purchasing and General Services Commission, and that such approval must be obtained prior to the beginning date of the Contract.

RECEIVING AGENCY	PERFORMING AGENCY
Texas State Library and Archives Commission	(The General Libraries) The University of Texas at Austin
Name of Agency	Name of Agency
By: Wm D Gooch	By: Lee S. Smith
Authorized Signature	Authorized Signature
	Lee S. Smith, Assistant Vice President for Business Affairs
William D. Gooch	
Director and Librarian	
Title	Title
Date: Oct 4, 1991	Date: 10/16/91

EXAMINED and APPROVED this the _____ day of _____, A.D., 19___.

STATE PURCHASING AND GENERAL SERVICES COMMISSION

By: R W Arnold

~~Director, Centralized Services Division~~

Floyd

2615

TEXAS A & M UNIVERSITY

STERLING C. EVANS LIBRARY

USDA SOUTHWEST REGION

DOCUMENT DELIVERY SERVICE

a Net Lender agreement

GUIDELINES

CONTENTS:

Chapter I: Introduction

Chapter II: Guidelines for Incoming Requests

Chapter III: Guidelines for Processing Requests

Chapter IV: Statistical Guidelines

Chapter V: Expenditure and Reimbursement Guidelines

Appendix I: Request Forms

Appendix II: Monthly Report Form

Appendix III: Annual Report Form

Appendix IV: Cooperating Libraries

Appendix V: Southwest Region USDA Field Libraries

Chapter 1: Introduction

The USDA Southwest Regional Document Delivery System, a cooperative effort of the National Agricultural Library, Texas A&M University Sterling C. Evans Library and the land grant institution libraries of the states in which the System operates, is designed to provide rapid document delivery service to USDA field personnel in Louisiana, New Mexico, Oklahoma, and Texas. By the terms of this agreement Texas A&M University serves as the coordinating library for the System.

USDA field personnel have been instructed by NAL to forward their requests to their state land grant institution library where their requests are to be handled on a priority basis. If available, the materials are sent directly to the requestors. Items not available at the primary resource library are referred to the Texas A&M University Sterling C. Evans Library where they are handled on a priority basis. Requests which are not filled at the Texas A&M University Sterling C. Evans Library are referred to the National Agricultural Library.

The System provides document delivery service to USDA field staff with a reduced turn-around time from that provided on mailings to and from NAL. It is supported by NAL contract funds.

Chapter II: Guidelines for Incoming Requests

1. USDA field personnel must use either the AD-245 or the A.R.S. Current Awareness Literature Service form when requesting materials. Only one item may be requested per form. Receiving libraries should return any request not submitted on the appropriate form or which asks for more than one item on a single form. For information on completing and processing the forms see Appendix I.

2. All requests should be for specific titles. Subject requests are not accepted as a part of this service.

3. The majority of requests originating from USDA personnel will be agriculturally oriented. Occasional requests may be made for material not directly related to agriculture. Unless this privilege is abused, participating libraries should fill these requests.

4. In cases of urgent need or other extenuating circumstances, requests may be telephoned to the resource library or to the Texas A&M University Sterling C. Evans Library.

5. Bypassing the regular flow of requests may be advantageous and can be arranged. For example, a requestor working in a language or subject where significant holdings are held only at NAL, may secure permission to send his requests directly to the National Agricultural Library. Such an arrangement may be worked out between NAL, Texas A&M University Sterling C. Evans Library and other parties involved.

6. NAL requests that each participating library be observant of major shifts of activities or trends within its state and report them to the Texas A&M University Coordinator in narrative form with statistical backup when possible. Sudden changes or shifts are not programmed into the budget for the document delivery system and may cause problems. For example, sudden influxes of requests from the A.R.S. Current Awareness Service should be observed. The overall influence of this Service on the document delivery service should be documented and such information forwarded so that action can be taken if it is required. In some cases. overloading by the Current Awareness Service has been caused by one or two people in a state and can easily be corrected by talking with the requestors The land grant participating libraries may discuss and negotiate with USDA people in their states, and NAL is ready to assist or counsel when needed.

   Other major shifts in language requests, types of material, or numbers of requests should be observed and reported when a problem or a trend is apparent.

Chapter III: Guidelines for Processing Requests

1. Requests will be filled at the original point of receipt whenever possible. If requests are first received by a USDA field library or the smaller of two land grant institution libraries within a state, those which can not be filled should be referred to the larger land grant institution library where they will be processed as quickly as possible. Those which can not be filled at the major land grant institution library within 5 working days, as a general rule, should be referred to the USDA Document Delivery Service, Texas A & M University Libraries. The Texas A & M University will similarly process such requests as quickly as possible; those which can not be filled will usually be referred directly to the National Agricultural Library. The Texas A & M University may refer a request to a land grant library of a state within the Southwest Region if that request is for a state or land grant document from that state.

    A. The mode of transmission of requests should be determined by the forwarding library on the basis of cost and the urgency of need. In most instances the U.S. mail will be adequate if referrals are being batched and mailed on a near daily basis. Requests held more than 5 working days should be forwarded by TWX. It should be noted that NAL prefers referral by TWX because of the time saved.

    B. Requests, regardless of mode of transmission, should always be coded USDA, followed by the Union List of Serials designation for the receiving library and the sequence number of the request in hand. Thus the ninth request received by Oklahoma State University Library would be coded USDA-OKS-9. For ease of identification and recording of requests, each land grant library will assign its own sequential number to each request as received.

2. Requests will be filled, whenever possible, by photocopies rather than by loan of the documents themselves. If an item requires more than 40 photocopy exposures (the item itself could be up to 80 actual pages) or contains photographs or charts which can not be copied, it should be loaned if possible. If loaning is not possible, the request should be referred within the system, immediately, with a note indicating that the item can not be loaned and photocopy is impractical.

3. Photocopies or books will be sent directly to the USDA employee or requestor rather than to a library. Books should include conspicuously displayed indication of the due dates and of the libraries to which they are to be returned. The National Agricultural Library has agreed to reimburse participating land grant libraries for the cost of lost books.

4. Verification, in this program, means:

   (A) For a journal article, the identification of the journal title only and not of the specific article within that journal.

   (B) For a monograph, the identification of author, title, edition and/or publication date.

Verification should be from U.L.S., N.S.T., ACCESS, N.U.C. or the NAL Dictionary Catalogue or Serials List. Other tools such as Ulrich's and BIOSIS should be used only in conjuction with those just listed.

Verification should be done only for those titles which your library probably owns. Refer items you probably can not complete immediately and unverified. For those which you may own, attempt to verify them in one of the standard works previously listed. If the titles cannot be found, refer them without further work.

No more than 15 or 20 minutes should be spent on verifying a title. If not found by the end of that time, it should be referred. At the bottom of the form or in the "Remarks" section, referring libraries should list all sources searched. If the item is verified, record the page number next to the source in which it was found and write the correct entry on the form.

Some further considerations on verification are:

   (1) Commonly recognized English language journals such as Journal of Botany should not be verified.

   (2) A call number look-up in the participating library's card catalog is not a verification.

   (3) If the verification source gives the NAL call number, that call number should be indicated when a request is being referred.

CHAPTER VI: FINANCIAL GUIDELINES

1. Each member of the Document Delivery Service is reimbursed for the cost of some of the following activities on the real cost or unit cost basis described. Accurate supporting records must be maintained for each real cost item.

   A. **Photocopy Costs**: Actual cost, including minimum charges when applicable, for filling requests with photocopies. This includes the cost of copying for administrative purposes.

   B. Fiche to Fiche Copies: Costs may vary among participating libraries.

   C. **Transaction Fee:** A handling charge per transaction for some or all transactions. This may be a matter of individual library policy but must be approved by NAL before being charged. The regional library is not reimbursed for such charges.

   D. **Verification Fee**: Participating libraries are paid $1.50 for each request which must be searched and verified. See Chapter III, Section 5 for definition of verification. The regional library is not reimbursed for such charges.

   E. **Referral Fee:** Participating libraries are paid $0.50 for each request referred to another library. The regional library is not reimbursed for such charges.

   F. **Telephone Charges:** The cost of making telephone calls in connection with this service.

   G. **Postage Costs:** The cost of sending correspondence, photocopies, or loans to patrons and referrals, reports, and invoices to NAL.

2. Costs are reported each month as a part of the "Monthly Report Form." Reimbursement is made by Washington State University each month based on the information in the monthly report. The summary statement on the "Annual Report" (prepared by the regional resource library) should reflect the costs of handling requests received during the calendar year.

   Mail the report to:

   Owen Science & Engineering Library
   USDA Document Delivery Service
   Washington State University
   Pullman, Washington 99164-3200

3. Washington State University will review the statistics, invoices and process the payment to the participating libraries. Washington State University will incorporate the statistics into a monthly statistical report. Washington State University will prepare a quarterly invoice which includes the reimbursements made to the participants and WSU's costs. The reports and invoices will be mailed to:

   USDA National Agricultural Library
   Lending Branch
   ATTN: Regional Document Delivery Coordinator
   10301 Baltimore Blvd.
   Beltsville, MD 20705-2351

MLNC/MISSOURI LENDING AGREEMENT

This agreement is voluntarily adopted by the undersigned libraries to govern no-charge lending among Missouri libraries.

I. INTRODUCTION:

Interlibrary loan service is essential to the vitality of libraries of all types and sizes. It is one means of greatly expanding the range of materials available to users. Lending between libraries is in the public interest and should be encouraged. Interlibrary loan should serve as an adjunct to, not a substitute for, collection development.

II. DEFINITION:

An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request.

III. PURPOSE:

The purpose of this agreement is to promote the no-charge lending of library materials between libraries.

IV. SCOPE:

A. A loan or a copy of any material may be requested from another library in accordance with the published policy of that library. The lending library will decide in each case whether a particular item can be provided.

B. The agreements regarding charges are covered in ITEM VII, Sections A and B. Section A covers the lending of library materials and Section B covers requests for photocopies of library materials. Libraries may elect to participate in either or both parts.

V. RESPONSIBILITY OF BORROWING LIBRARIES:

A. Each library should provide the resources to meet the ordinary needs and interests of its clientele. Materials requested under this agreement should be limited to those items that do not conform to the library's collection development policy or for which there is no recurring demand.

B. The interlibrary loan staff of each library should be familiar with, and use, relevant interlibrary loan documents and aids.

C. Requested materials must be described as completely as possible following accepted bibliographic practice.

D. Borrowing libraries will make every effort to determine specific locations before sending requests.

E. Standard interlibrary loan formats should be used for all requests, regardless of the means of transmission. Requests may be transmitted by OCLC, mail or telefacsimile. Requests transmitted by mail or telefacsimile must be either an "MCat" screen print or an A.L.A. interlibrary loan form.

F. The safety of borrowed materials is the responsibility of the borrowing library from the time the materials leave the lending library until the materials are received back by the lending library.

G. The borrowing library and its users must comply with the conditions of the loan established by the lending library.

H. Participating libraries will make every effort to facilitate fair and equitable distribution of the interlibrary loan load. It is suggested that the collections of smaller libraries be accessed first and, whenever possible, requests be spread among a variety of libraries.

VI. RESPONSIBILITY OF LENDING LIBRARIES:

A. The decision to lend materials is at the discretion of the lending library. Each library is encouraged to generously interpret its own lending policy.

B. The lending library should process requests promptly. Conditions of the loan should be clearly stated. Materials should be packaged carefully.

VII. EXPENSES:

A. Lending of Library Materials

Libraries party to this agreement will not charge each other:

1. Fees for handling ILL requests.
2. Postage or transportation charges.
3. Insurance fees.

Voice telecommunication charges will be paid by the telephoning library.

Signatories to this agreement may charge non-signatories.

B. Requests for Photocopies

Participating libraries agree to provide 30 no-charge pages per bibliographic citation when photocopying. Thereafter, there may be a charge per page of photocopy. Charges for articles in excess of 30 pages will be at the discretion of the lender. Lenders have the option of charging for all pages or only for the pages over 30.

Voice telecommunication charges will be paid by the telephoning library.

Signatories to this agreement may charge non-signatories.

AGREEMENT

I hereby certify that the library named below

AGREES _____ Section VII. A _____ Section VII. B

DOES NOT AGREE _____

to abide by the provisions of this agreement.

This agreement becomes effective upon delivery to the designated agency and remains in effect until canceled by the institution. Cancellation must be in writing and provide 30 days advance notice.

_____
OCLC Symbol

_____
Institution Name

_____
Library Name

_____
Street Address

_____
City, State, Zip Code

_____ _____
Name of Signee (Printed or typed) Title of Signee (Printed or typed)

_____ _____
Signature Date

illnochg.agr\mlncbrd

SYSTEMS AND PROCEDURES EXCHANGE CENTER

SELECTED READINGS

ASSOCIATION OF RESEARCH LIBRARIES

OFFICE OF MANAGEMENT SERVICES

Selected Readings

Alley, B. "Information Overload, Faxmania and too much of a Good Thing." (Cost of interlibrary loan) *Technicalities* 10 (November 1990): 1.

Belanger, David. "Interlibrary Loan via Electronic Mail: Improving the Process." *Wilson Library Bulletin* 63 (March 1989): 62 (2 pages).

Branin, J.J. "Delivering on Promises: The Intersection of Print and Electronic Information Systems in Libraries Future of ILL." Presented to the 1991 OCLC Users' Council. *Information Technology Libraries* 10 (December 1991): 321-31.

Budd, John. "Interlibrary Loan Service: a Study of Turnaround Time." *RQ* (Fall 1986): 75-80.

Buy it or Borrow it? Converging Trends in Coordinated Collection Development and Interlibrary Loan. RASD. Ballwin, Mo.: ACTS, 1987. 2 sound cassettes: 1 7/8 ips, mono.

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